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ABSTRACT

The first annual report of the Wisconsin Occupational Information System (WOIS) is a descriptive analysis of activities and procedures utilized during the initial grant period of July 14, 1975-July 13, 1976. This report is divided into eight sections summarizing the program of work during the first year. These include: (1) an overview of the Wisconsin Information System; (2) administrative and organizational information; (3) information development; (4) delivery vehicle; (5) user services; (6) financial information; (7) evaluation; and (8) future needs. (Author)

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ANNUAL PROGRESS REPORT

Wisconsin Occupational Information System

July 14, 1975 - July 13, 1976

First Year of Operation

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July 1976

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Preface

The first annual progress report of the Wisconsin Occupational Information System (WOIS) is a descriptive analysis of activities and procedures utilized during the initial grant period of July 14, 1975 through July 13, 1976.

The grant for development of WOIS was received in Wisconsin by the Wisconsin Manpower Services Council from the National Occupational Information Service Education and Training Administration, U.S. Department of Labor. The Manpower Council in turn sub-contracted with the Wisconsin Vocational Studies Center, University of Wisconsin-Madison for development and implementation of the program. The Center staffed the project and contracted for additional services from the Department of Public Instruction and the Department of Industry, Labor and Human Relations.

The staff was assembled beginning October of 1975 and in the succeeding 9 months carried out the scope of work outlined in the proposal.

The report which follows is divided into 8 sections summarizing the program of work during the first year. These include Introduction- An Overview of the Wisconsin Occupational Information System, Administrative and Organizational Information, Information Development, Delivery Vehicle, User Services, Financial Information, Evaluation, and Future Needs.

The report reflects the input of the total staff involved in the WOIS project. It goes without saying that the success and benefits of the program are the result of a team effort to achieve the set goals. The first year has been a successful one, but as expected on a program which is planned to take 4 years to develop and implement, many things remain to be done. These will be achieved as the program grows and matures.

Roger H. Lambert

Acknowledgments

The obtaining of the grant for the Wisconsin Occupational Information System and the initial year of operation has provided a common ground for many people and agencies to work together. In acknowledging these contributions, it is impossible to list everyone who has put forth effort in helping WOIS get off the ground however, there are a number of individuals whose help was crucial.

We specially thank Mr. William Bechtel, Secretary, Department of Local Affairs and Development, formerly Executive Director of the Wisconsin Manpower Services Council and Mr. Philip Lerman, the current Executive Director of the Wisconsin Manpower Services Council, for their patience and support in securing the grant and making it operational.

The conditions of the grant stipulated future state support was necessary. Our appreciation is extended to the Wisconsin Board of Vocational, Technical and Adult Education, the Wisconsin Manpower Services Council, the Wisconsin Department of Industry, Labor and Human Relations and the Wisconsin Department of Public Instruction for their commitment of financial resources to assist in this project.

The early support of computer centers at U.W.-LaCrosse, CESA 9 - Green Bay, CESA 16 - Waukesha, and MACC at U.W. -Madison was most beneficial. The help and advice received from these Centers through John Storlie, Carl Rohrdanz, John Konopacky, and Al Roberts was a very welcome addition to the project growth.

Although many external persons contributed to the first year effort, the bulk of the work was carried out by a dedicated staff. Their ideas, enthusiasm, and persistence have made the first year a successful one.

The coordinative nature of WOIS provided opportunity for involvement of people from many agencies in building the information files. Richard Johnston of the Higher Educational Aids Board was most helpful in putting together a financial aids file. Lorran Celley of the Wisconsin Board of Vocational, Technical and Adult Education assisted in the State Education and Training file. Andy Stephenson and Richard Bueschel of the Time Share Corporation provided services above and beyond those contracted for to help us through the first crucial year of program development. All of these people are to be commended for their cooperation.

As the list grows it becomes more and more apparent that many, many people are involved in this program. To mention a few more, a word of thanks is extended to Roland Krogstad of the Wisconsin Board of Vocational, Technical and Adult Education, Tom Diener of the Department of Public Instruction, August Cibarich of the Department of Industry, Labor and Human Relations, Harvey Sokolow of the Wisconsin Manpower Services Council, and Kathy McElroy of the Wisconsin Manpower Services Council for help in preparing the WOIS grant and getting WOIS off on the right foot once it was accepted.

The WOIS program is fortunate to be part of a major effort put forth by the National Occupational Information Service in the Education and Training Administration of the Department of Labor. Our appreciation is extended to Kathy Naughton, NOIS program officer for our project and to Gerald Smith, Director of NOIS, for their patience, understanding and most of all their help in developing the Wisconsin project during the first year. It has been and continues to be a most gratifying relationship between funding agent and implementing agent.

Finally, a word of praise is due the WOIS Board Members who treked to Madison on frequent occasions to set policy for the project. It is a pleasure to work with this group and to have the opportunity to bring together representatives of many agencies, both state and local, to focus their energies on a common problem. The ability of people with diverse interests to work toward a common goal in implementing WOIS is the greatest contribution which can be made to the delivery of career information to the youth and adults of our state.

In summing it up, people have made WOIS successful in year one. These people, from disparate backgrounds and work interests are sharing the effort toward realization of a common goal, the delivery of comprehensive and current career information to persons across the state. One person best exemplifies this common concern and dedication. He is Jim Jackson, WOIS Board Chairman and and Director of the Bureau of Research and Statistics at the Department of Industry, Labor and Human Relations. His perception, perseverence and personal assistance from the day the grant application was started to the present has had immeasurable, positive effects on the Wisconsin Occupational Information System. A grateful thank you is extended to Jim and to everyone else who is involved in WOIS for a job well begun.

Roger H. Lambert

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Introduction - An Overview of the Wisconsin Occupational Information System

A. Abstract

The Wisconsin Vocational Studies Center, University of Wisconsin-Madison, has been chosen by the U.S. Department of Labor National Occupational Information Service to implement an occupational information system in Wisconsin under a grant to the Wisconsin Manpower Services Council. The grant was one of an initial eight for state-wide occupational information system development. It is expected to continue over a period of four years with the amount of federal aid decreasing after the second year until agencies and users bear the total cost of the system. The Wisconsin Occupational Information System (WOIS) combines computerized and manual information files, audio-visuals, and printed materials relating to national and state occupations, training institutions and institutions of higher education, financial aids, human resources and careers in the military. The central staff of WOIS collects information from such "providers" as the Job Service, Department of Labor, and educational agencies and organizes it for easy individual access by such "users" as high school students, the unemployed, and other job seekers.

B. Wisconsin's Computer Based Career Information System

The Wisconsin Occupational Information System (WOIS) is a computer based program to provide quick, accurate and up-to-date occupational information for career decision making to a variety of publics. Student entrants into the labor force, the unemployed, minority groups, educational and manpower planners, inmates of correctional institutions and clients of vocational rehabilitation facilties are all potential users. The goals of the program are:

1. To help persons learn about and understand the range of careers now available and likely to be available in the future.
2. To help labor force entrants become aware of occupations which are acceptable and personally satisfying.
3. To encourage persons in the process of making career decisions to explore vocational possibilities on their own.
4. To increase awareness of major sources of occupational information.
5. To provide support for related programs including career education, career and employment counseling and manpower and educational training.

1. System Components

WOIS contains four major components for delivery of information to users. The heart of the system consists of separate computerized files for 1) national. occupations 2) state occupations 3) 4 year colleges nationwide 4) education and training of less than a baccalaureate degree, 5) financial aids 6) human resources and 7) an index to military jobs.

Access to the information files may be direct or structured and is accomplished via a computer terminal located at the school or other user site. Structured access enables individuals to insert self descriptions which are then used by the computer to select occupations or other information depending upon the type of file. Direct access enables the individual to identify immediately specific information about jobs, colleges or other items from any file by directly inserting a code number which corresponds to the particular occupation, college, financial aid, or training program.

The second major component is the manual delivery program, which utilizes the Wisconsin Information for Students and Counselors (WISC) Deck, called the VIEW deck in many states, to provide information on microfiche. The WISC Deck and the computerized files are cross-referenced, as the WISC deck contains expanded information on the various occupations and training programs. The primary differences between the computerized files and the WISC deck are 1) the WISC deck uses longer descriptions of the occupations and training programs, 2) it is updated every two years, whereas the computer file is updated every six months, and 3) it does not have a structured access program, only direct access.

The third major delivery component is printed material. This material, primarily in the form of career briefs, is available as general background on various occupations by industrial clusters, is updated approximately every four to five years, and contains approximately ten to forty occupations per brief.

The fourth component of the Wisconsin Occupational Information System consists of various types of audio-visual materials such as the Employability Skills Program and other career education filmstrips, films, and audio tapes. These materials supplement the information in the automated, microfiche and printed materials files. A Graphic Display of the components of WOIS follows.

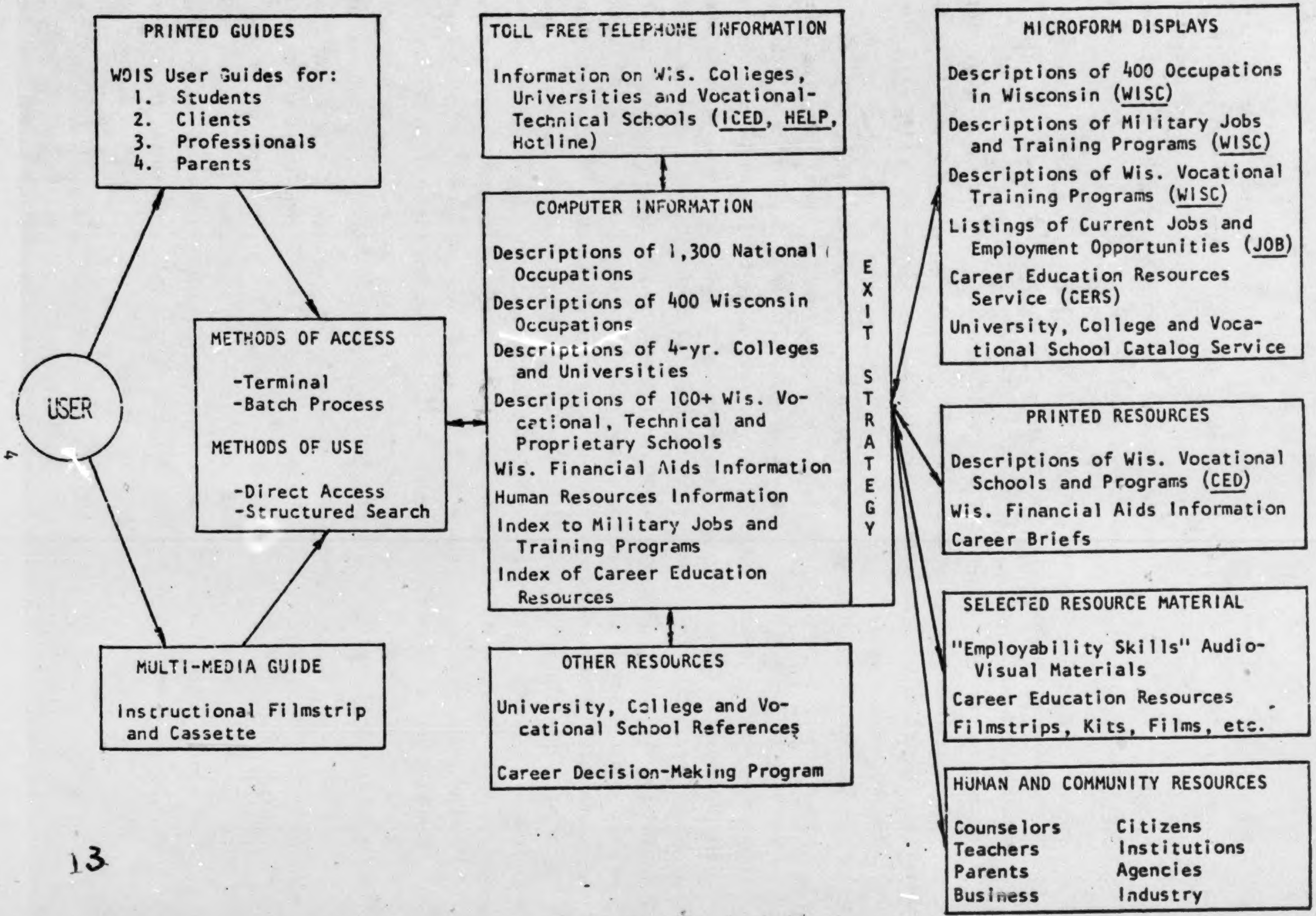
2. Involvement of Students, Parents and Professionals

The major components of WOIS are designed to be usable by the student. The computerized files, the WISC Deck, the Occupational Briefs, the Employability Skills materials and other audio-visual or printed materials are all easily manipulated with relatively little instruction needed prior to operation. The students are provided with instructional guide, worksheets and computer command displays, developed for self-instruction.

When the student types in the appropriate command, this signals the computer to respond on the basis of instruction. If the student is just starting the system, the computer will ask him/her to identify the program or file. The student then types in a code, such as OCCU for occupational information at the national level, or SOCCU for information at the state level. He/she may also choose any of the other files in the system; steps for accessing the files are contained in the user guide. Disposable worksheets are provided so that the student guide may be reused many times. Five basic commands are used to interact with file information. The "A" Command means add, "S" means subtract, "E" means either/or, "D" means delete and "P" means print. In addition to the specific letter command the student inserts the numeric number of characteristics to be included in the search strategy.

Each file operates in the same manner. The student selects from descriptor groups, adds, substracts or deletes items as he/she progresses through the exploration of the file content. At various points he/she may ask the computer to print out certain kinds of information such as a list of schools, occupations, human resources or financial aids. He/she may also ask the computer to print specific information on any one or several of the titles previously listed. For example, the search may have been narrowed to three specific occupations. First the titles of the occupations can be printed and then the complete descriptions of one or all three. The printouts provide a permanent record for the student and may be used for discussions with counselors, peers or parents. When sufficient information has been secured, an appropriate command is entered which signs off the file and readies the system for selection of another file or the exit program.

3. WOIS DELIVERY DISPLAY



PRINTED GUIDES

WOIS User Guides for:
1. Students
2. Clients
3. Professionals
4. Parents

METHODS OF ACCESS

- -Terminal
- -Batch Process

METHODS OF USE

- -Direct Access
- -Structured Search

MULTI-MEDIA GUIDE

Instructional Filmstrip and Cassette

TOLL FREE TELEPHONE INFORMATION

Information on Wis. Colleges, Universities and Vocational-Technical Schools (ICED, HELP, Hotline)

COMPUTER INFORMATION

Descriptions of 1,300 National Occupations

Descriptions of 400 Wisconsin Occupations

Descriptions of 4-yr. Colleges and Universities

Descriptions of 100+ Wis. Vocational, Technical and Proprietary Schools

Wis. Financial Aids Information

Human Resources Information

Index to Military Jobs and Training Programs

Index of Career Education Resources

OTHER RESOURCES

University, College and Vocational School References

Career Decision-Making Program

MICROFORM DISPLAYS

Descriptions of 400 Occupations in Wisconsin (WISC)

Descriptions of Military Jobs and Training Programs (WISC)

Descriptions of Wis. Vocational Training Programs (WISC)

Listings of Current Jobs and Employment Opportunities (JOB)

Career Education Resources Service (CERS)

University, College and Vocational School Catalog Service

PRINTED RESOURCES

Descriptions of Wis. Vocational Schools and Programs (CED)

Wis. Financial Aids Information

Career Briefs

SELECTED RESOURCE MATERIAL

"Employability Skills" Audio-Visual Materials

Career Education Resources

Filmstrips, Kits, Films, etc.

HUMAN AND COMMUNITY RESOURCES

Counselors	Citizens
Teachers	Institutions
Parents	Agencies
Business	Industry

The exiting strategy questions the student about whether the necessary information was provided. For example, if satisfactory information is secured, the computer responds with the next step in career planning. This may be a visit to a counselor or consideration of another resource such as Employability Skills or other printed materials. If the student does not secure the information, the computer will respond with directions to re-enter the system or obtain additional information from other sources such as the WISC Deck or printed information. The specific directions will depend on the student's assessment of the interactions with the system.

The WOIS instructor guide details the file information and the strategies used in accessing the computerized files. The interrelationships of the computerized files, the manual WISC Deck, the Occupational Briefs and the audio-visual materials are also explained. The instructor guide provides information on access to or utilization of the file which is not included in the student use guide.

A guide for parents is also included. This explains the system, kinds of information, and the process used to obtain the information. It also includes suggestions on how parents might discuss this information with their child, an explanation of the computer printout, and a listing of other information which may be available to the student. This guide will be available during the second year.

4. File Contents

The Occupational Information files are the most significant part of the system. Detailed descriptions of over 400 occupations at the state level and over 1,300 occupations at the national level are included.* The WOIS staff are working closely with the Bureau of Research and Statistics, Department of Industry, Labor and Human Relations, the Job Service Offices throughout the state, and other information sources to supply accurate information. Each occupation is assigned a 6 digit code number from the Dictionary of Occupational Titles. This serves as a source for exploring other occupations with related work characteristics. Each occupation is cross referenced to the other files, to the WISC deck, to educational requirements and to military occupations.

The purpose of each job is defined and explained in terms of specific duties and tasks. The working conditions or work environment is also detailed. Information is included on where the work is done, i.e. inside, outside, assembly line or small office. Work hours, limitations, temperature and climate conditions, the degree of physical involvement (including any special or dexterity problems), the amount of personal contact with others, and environmental problems are incorporated.

*Note: only 250 occupations included during the first year.

Information on earnings, including hourly rates, beginning, average and maximum salaries appears in the description. Pay provisions, fringe benefits, vacation and other economic considerations including costs to the worker for union membership, tools, uniforms, and equipment are also found in this material. There is a complete description of job supply and demand with employment forecasts on state and regional bases.

Each job description has a formal career ladder and explains promotional opportunities and pre-entry requirements including training levels and locations. Jobs with similar work traits are referenced, as are several sources of additional occupational information within WOIS. Military occupations are cross indexed to enable the user to relate civilian job titles to those used in the military. References direct the user to the military occupations source books for further information.

The education and training files contain information on four year colleges nationwide and more than one hundred Wisconsin institutions which provide less than a baccalaureate degree. The Wisconsin file will cover all of the public vocational technical schools, the two year University centers, proprietary schools, and others. Information on programs of study, fees, tuition, size, location, extra curricular activities and many other points of information are covered.

The financial aids file contains information on Federal, state and local student financial aids and scholarships. It describes the type of aid, the eligibility requirements, the amount, the number awarded, the application procedures, deadline dates, source of further information and other pertinent details.

The human resource file is designed to provide the user with names and addresses of individuals, agencies and organizations which may be contacted for further information concerning occupations, careers, career planning or other student needs.

5. The Software for the Delivery System

The software for the delivery of the computerized information is the Guidance Information System (GIS), a product of Time Share Corporation and the Houghton-Mifflin Company. The present Guidance Information System evolved from concepts and experiences resulting from a project sponsored by the U.S. Office of Education at Harvard University. This project, the Information System for Vocational Decisions, was a three year effort initiated in June, 1966 by Dr. David V. Teideman, Professor of Education at Harvard.

The Guidance Information System makes it possible for students to explore large data files stored in a computer and to examine the ways in which their personal criteria for selecting occupations, education and the other information affects the range of opportunities available to them. When the student sends instructions to the computer, he/she receives an immediate response which allows him/her to compare the results of choices and decisions with the results of other choices.

The unique aspect of the Guidance Information System is that it allows for direct interaction with the information. The individual may change instructions at any point, thereby taking responsibility for decision-making. The intention is not to provide matching or placement services, but to close the communications gap between the facts and those who need to use those facts for effective career choices.

The design of the software system is such that each file is entered individually. This characteristic has both advantages and disadvantages. The disadvantage is that a student must select one file to work with at a time and therefore cannot secure information from another without changing files. The advantages of this type of system include 1) core requirements are small, making it inexpensive to run and 2) the addition of files to the system, such as a human resource file and financial aids file or others, does not overload a small computer.

6. Hardware for the Delivery System

Hardware used in the delivery of the WOIS includes computers, telephones, computer terminals, microfiche readers and/or reader/printers, filmstrips, slide and movie viewers and cassette players. Several types of computers are currently being used, including the Hewlettt-Packard 2000 and 3000 series, the UNIVAC 1110 and the DEC PDP 11/45. In the near future it is expected that the program will run on IBM and Burroughs equipment as well as models of the previously named systems.

Teletypes connecting the computer system vary in cost and design. The most common are basic teletype units capable of printing ten characters per second, although other units capable of up to 30 characters per second are also used. The slower units use mechanical printing capability while the faster ones generally have thermal printing features. Cathode-ray tube (CRT) terminals with thermal printers are also possible. The printing capacity is necessary to provide users with a permanent record of the information requested. The terminals are connected to the computer by either didicated telephone lines or a dial access system. The dial access utilizes a regular telephone with an acoustic coupler at the terminal. When the telephone receiver is placed on the acoustic coupler, it connects with the computer. The didicated line is a direct connection from the terminal to the computer and is generally the most economical. Microfiche readers and other audiovisual tools found in most audiovisual departments are also used with the program.

7. WOIS User Costs

The cost of providing WOIS to the user is between three and four thousand dollars per year, per terminal location. This cost includes the computer time, terminals, line charges, in-service training, the WISC deck, the student user guides, instructional manuals, and the student worksheets. Additional cost on a one time basis may be incurred to acquire audiovisuals and other printed materials. The cost to an individual school depends on three things: 1) the type of terminal rented or purchased 2) the distance and type of communication line to the computer source and 3) the number of students having access to the individual terminal. Every attempt has been made to keep the cost to a minimum. Considering the quantity of information, its comprehensive and current nature, the cost for full time use of WOIS is surprisingly low. Approximately 1,200 students can be accomodated by one terminal during an academic school year. In many schools, the cost of the hardware and communications can be spread over additional uses, such as computer assisted instruction and administrative systems available at the distribution centers.

8. Organization of WOIS

The Wisconsin Occupational Information System is governed by a Board of Directors which is a policy making consortium representing secondary and higher education, manpower and social service agencies, management, labor and other interested groups. The Board constitutes a Special Task Force of the Wisconsin Manpower Council and is authorized to receive and expend Federal monies. It meets on a bimonthly basis and is actively involved in the development and implementation of the program.

A central staff takes responsibility for overall system development and updates occupational information for the delivery centers. It collects information from "providers" such as the Job Service, Department of Labor, educational agencies, state planning agencies and business and industry and organizes it so that "users" will have easy and consistent access to it through various mediums of delivery. These mediums include among others, written materials, audiovisuals, computer terminals and microfiche.

State wide delivery of WOIS is organized through regional distribution centers, existing or planned facilities capable of delivering computer assisted instruction to local high schools, colleges and other agencies. Regional delivery makes use of existing computer center and terminal configurations, minimizes tele-communications costs and allows the system to run on different types of hardware. A central computing facility will provide regional centers with an updated tape twice each year.

9. Development of WOIS

Currently in its first year of operation, the program is a result of a grant from the U.S. Department of Labor/National Occupational Information Service. Seven additional states from an initial 45 applicants were also funded. The Wisconsin Vocational Studies Center, University of Wisconsin-Madison, was chosen to implement the program with the Wisconsin Manpower Services Council acting as the state agency responsible for receipt of funds. The grant is expected to continue over a period of four years with the amount of federal aid decreasing after the second year, until the total operational cost is borne by the agencies and users involved.

The need for a state-wide occupational information system in Wisconsin was made clear when several agencies within the state made independent attempts to provide information to those in search of jobs or job training. None of these programs were of sufficient scope to be classed as a statewide comprehensive occupational information system. The necessary stimulus for the statewide network was the OIS grant program.

10. Summary

The Wisconsin Occupational Information System provides young persons and adults in Wisconsin with a unique and comprehensive source of information for career planning and decision making. Using the automation of computers coordinated with manual information files, the system relieves the professional staff of the time consuming chores of gathering, filing and relocating information for student or client use.

Major components of the automated system include information at the local, state and national level pertaining to occupations, vocational training, four year colleges, military jobs, financial aids and human resources for personalized job information.

The involvement of numerous state agencies in a consortium effort to provide this comprehensive system of career information and related guidance materials enables local schools, colleges, technical institutes, job service offices, vocational rehabilitation offices and others to utilize the system benefits at a fraction of the cost of individual development and maintenance.

I. Administrative and Organizational Information

A. Consortium

The Wisconsin Occupational Information System Board of Directors was established during the Summer of 1975 and conducted the first official Board of Directors meeting on July 18, 1975. (See Constitution-Appendix I-A). The minutes of all board meetings were recorded and distributed. (See minutes of Board Meetings (Appendix I-B) The composition of the Board of Directors for the 1975-76 project year was as follows:

William Bechtel representing the Department of Local Affairs and Development

Lorran Celley representing Wisconsin Board of Vocational, Technical and Adult Education

Fred Hinickle representing the Department of Health and Social Services

Dick Johnston representing the Higher Educational Aids Board

Kathy McElroy representing the Wisconsin Manpower Council

Stan Spencer representing the Division of Employment Security

Steve Born representing the State Planning Office, Department of Administration

Mary Graye representing First Wisconsin National Bank of Madison

Jim Jackson representing the Department of Industry, Labor and Human Relations

Doug Lamont representing the University of Wisconsin Central Administration

John Schmitt representing the Wisconsin State AFL/CIO

Robert Van Raalte representing the Department of Public Instruction

John David representing CESA #9

Donald MacTaggert representing Ashwaubenon Public Schools

Paul Neman representing Onalaska High School

John Storlie representing the University of Wisconsin-LaCrosse

Barbara Younger, student representative

Ron Geraghty, representing Oconomowoc Public Schools

Carl Roehrdanz representing CESA #16

Ellen Meister representing Madison Public Schools

Al Thurner representing Milwaukee Public Schools

The board officers were elected at the first meeting on July 18, 1975, to serve for a period of one year. Those elected were Jim Jackson, chairperson, and Ellen Meister, vice-chairperson.

At the June 22, 1976 board meeting, the election of officers for the second project year was conducted. H. Jim Jackson was reelected for his second term as chairperson of the Board and Ellen Meister was reelected for her second term as vice chairperson of the Board.

The membership of the Board of Directors for the 1976-77 project year is as follows:

Steve Born representing the State Planning Office, Department of Administration

Fred Hinickle representing the Department of Health & Social Services

Dick Johnston representing the Higher Educational Aids Board

Ellen Meister representing the Madison Public Schools

John Schmitt representing the Wisconsin State AFL/CIO

Stan Spencer representing the Department of Industry, Labor and Human Relations

Loran Celley representing the State Board of Vocational, Technical and Adult Education

Hartley Jim Jackson representing the Department of Industry, Labor and Human Relations

Doug Lamont representing the University of Wisconsin Central Administration

Andy Cohn representing the Wisconsin Manpower Council

John Storlie representing the distribution center from the University of Wisconsin-LaCrosse

Al Thurner representing the Milwaukee Public Schools

William Bechtel representing the Department of Local Affairs and Development

Ron Geraghty representing the Oconomowoc Public Schools

Mary Graye representing the First Wisconsin National Bank of Madison

Donald Jacobson representing the Holmen School District, Holmen, WI

Robert Van Raalte representing the Department of Public Instruction

Donald MacTaggert representing the Ashwaubenon Public School District, Ashwaubenon, WI

Barbara Younger representing students

Donald Mrdjenovich representing Watertown Public School District, Watertown, Wisconsin

Roger Lowney representing the Merrill Area Public Schools, Merrill, WI

Following the June Board of Directors meeting, a short survey was conducted to obtain members' perceptions of the nature and extent of their contribution to the development of WOIS. Responses indicate that the Board feels it played a significant role in budgetary matters, overall development and long-range planning. Members also feel they played a significant role in assuring cooperation among all the agencies involved in WOIS. Most members found the bimonthly meetings to be productive with relevant items on the agenda. A complete summary of that evaluation follows.

B. WOIS Board of Directors Survey and Results

This survey was designed to measure the Board's effectiveness and overall involvement in the development and direction of WOIS.

1. How would you describe the Board's involvement in assuring interagency cooperation among the agencies interested in the development of WOIS? MEAN (N=15)

   Very Significant 7 6 5 4 3 2 1 Very Insignificant 5.06

2. How would you describe the Board's efforts in keeping WOIS staff informed of new developments in the educational spectrum (e.g., counseling, career education, etc.) which might have implications for WOIS?

   Very Significant 7 6 5 4 3 2 1 Very Insignificant 4.73

3. How would you describe the Board's efforts in keeping WOIS staff informed of new developments in the labor market which might affect WOIS?

   Very Significant 7 6 5 4 3 2 1 Very Insignificant 4.40

4. How would you describe the Board's involvement in staffing and direction of WOIS personnel?

   Very Significant 7 6 5 4 3 2 1 Very Insignificant 4.67

5. How would you describe the Board's involvement in overall development of WOIS to date?

   Very Significant 7 6 5 4 3 2 1 Very Insignificant 5.46

6. How would you describe the Board's input into budgetary matters of WOIS?

Very Significant 7 6 5 4 3 2 1 Very Insignificant 5.47

7. How would you describe the Board's input into the long-range planning and policy making for WOIS?

Very Significant 7 6 5 4 3 2 1 Very Insignificant 5.28

8. How would you describe your own personal contribution to the development of WOIS as a Board member?

Very Significant 7 6 5 4 3 2 1 Very Insignificant 4.50

Please check (✓) your response to the following items.

9. Are all agencies with significant potential for contribution to the development of WOIS represented on the Board?

(1) 11 Yes (2) 4 No (If no, please explain)

10. Were items on the agenda of the WOIS Board meetings important and relevant to the project?

(1) 5 Yes, always
(2) 10 Yes, usually
(3) 0 Only in a few cases
(4) 0 No, never

11. Was sufficient time devoted to the most important items on the agenda?

(1) 7 Yes, always
(2) 8 Yes, usually
(3) 0 Only in a few cases
(4) 0 No, never

12. Did the agenda cover your principal concerns about the project?

(1) 8 Yes, always
(2) 5 Yes, usually
(3) 2 Only in a few cases
(4) 0 No, never

13. Did you have ample opportunity to make significant contributions to the meetings?

(1) 14 Yes (2) 1 No (if no, please explain)

14. How would you rate the overall productivity of the WOIS Board meetings?

(1) 9 Very productive

(2) 5 Moderately productive

(3) 1 Slightly productive

(4) 0 Unproductive

15. What suggestions do you have for increasing the effectiveness and efficiency of the Board?

B. Staff

1. Staffing Description

The staffing pattern and job descriptions for WOIS in 1975-76 were as follows.

Executive Director	Dr. Roger H. Lambert serves as the Executive Director of the Wisconsin Occupational Information System (WOIS). Dr. Lambert received his B.S. and M.S. degrees in Education from the University of Wisconsin--River Falls. He received his Ph.D. in Education from Michigan State University. Dr. Lambert is responsible for coordinating and supervising the WOIS operation. In this role, he provides leadership to the organization's activities and serves as a liaison with the WOIS Board of Directors.
Deputy Director	Dr. John H. Richert serves as the Deputy Director of the Wisconsin Occupational Information System. Dr. Richert received his B.S., M.S., and Ph.D. in Education from the University of Wisconsin--Madison. Dr. Richert serves as the director of day-to-day managerial tasks. Dr. Richert also coordinates the WOIS operations with user sites and insures quick responses to user requests. Dr. Richert is also responsible for monitoring the schedule of production and distribution of materials.
In-Service Training Supervisor	Dr. Philip Perrone serves one-quarter time as a consultant in the area of in-service training for the WOIS staff. Dr. Perrone received his B.S. degree in Education from the State University of New York at Cortland, New York. He received his M.S. and his Ph.D. degrees in Counseling and Guidance from Syracuse University. Dr. Perrone is responsible for identifying the training needs of the various WOIS user groups. He is also responsible for familiarizing the WOIS staff with the theoretical base of the WOIS. Additionally, Dr. Perrone is responsible for piloting, field testing, and evaluating the effectiveness of user in-service training methods.
Manager, Information Development	Dr. David H. Miller serves as the Occupational Information Development Manager for the WOIS Project. Dr. Miller received his B.S. in Industrial Arts Education and his M.A. in Secondary Education from Murray State University. He received his Ed.D. in Education from the University of Missouri-Columbia. Dr. Miller is responsible for managing the identification and selection of occupational information that is specific to the state of Wisconsin and making it available for retrieval by computer. Other resource materials that can be used to supplement the computer access material will also be identified by the Occupational Information Development Manager and the Occupational Information Development Specialists. Additional responsibilities lie in the areas of evaluating and updating occupational data.
Manager, User Services	Dr. David A. Caulum serves as the User Services Manager of WOIS. Dr. Caulum received his M.S. and Ph.D. in Guidance and Counseling from the University of Wisconsin--Madison. He is responsible for the supervision of all user services activities. He also explains

and publicizes the WOIS to representatives of potential user agencies, coordinates in-service training activities for counselors and other user agency staff, directs contract negotiations between WOIS and user agencies.

Information Development Specialist

Mr. Peter Oemichen serves as an Information Development Specialist for the WOIS Project. Mr. Oemichen holds a B.S. degree in Economics. His experience in the field includes five years as an Occupational Analyst. Mr. Oemichen's responsibilities as an Information Development Specialist will be to research, compile, analyze and report occupational information for the WOIS program. He will analyze relationships between dissimilar occupational information systems and determine methods for comparison and validity of comparisons. Mr. Oemichen will also define what locally relevant means and to what data this definition should or can be applied. Additionally, Mr. Oemichen will provide technical assistance in developing an information reporting format which will accomodate information required for WOIS users.

Information Development Specialist

Mr. Bill VonKaas serves as an Information Development Specialist for WOIS. Mr. VonKaas received his B.S. degree from the University of Wisconsin. He has ten years experience as a professional placement specialist for the Madison district office of the Wisconsin State Employment Service. Mr. VonKaas' responsibilities as an Information Development Specialist will be to research, compile, analyze and report occupational information for the WOIS program. He will analyze relationships between dissimilar occupational information systems and determine methods for comparison and validity of comparison.

Delivery System Specialist

Mr. Carl R. Grady serves as the Delivery System Specialist for the WOIS project. Mr. Grady received his B.S. degree from the University of San Francisco. Mr. Grady's duties with the WOIS include the coordination and implementation and/or modification procedures and adoption of the appropriate delivery system for the WOIS. In addition, he will handle all facility problems arising in the WOIS implementation and will assist in the analysis of occupational information in cooperation with the WOIS staff.

User Services Specialist

Mr. Robert DeMuth serves as the User Services Specialist of the WOIS project. Mr. DeMuth received his B.A. in Speech Education from Lakeland College and his M.A. in Public Speaking from Western Illinois University. Mr. DeMuth performs in a liaison role between the WOIS and the various user agencies, assists in the development of materials explaining and publicizing the WOIS, aids in the designing and conducting of in-service training for counselors and other user agency staff, responds to problems and/or questions raised by personnel in user agencies.

Evaluation Specialist

Mr. James W. Augustin serves one-fifth time as an evaluation specialist for the WOIS staff and program. Mr. Augustin received his B.S. degree in Psychology from Trinity University and his M.A. degree in Psychology from Marquette University. Mr. Augustin has completed his course-work toward a Ph. D. in Psychology at North Carolina State University. Mr. Augustin is responsible for assisting the project staff in the design of an evaluation of the WOIS processes and impact.

Computer Specialist

Mr. Charles W. Hutchins serves as a computer specialist on a part-time basis for the WOIS. Mr. Hutchins received his B.S. degree from the University of Wisconsin--Madison. He is presently employed by the University of Wisconsin Academic Computing Center where he presently holds the position of Manager of Instructional Support and Data Management. He will provide computer consultation for the WOIS regarding the operation and updating of programs available on the Univac 1110 and the PDP 15.

Computer Specialist

Mr. Stephen Stauffacher is a part-time computer specialist available to the WOIS staff. Mr. Stauffacher is a graduate of the Madison Area Technical College with an Associate Degree in Computer Programming. He will be responsible for the instructional programming of the WOIS and the Quick Response Basic (QRB) Library, the latter an adapted version of Real Time Basic.

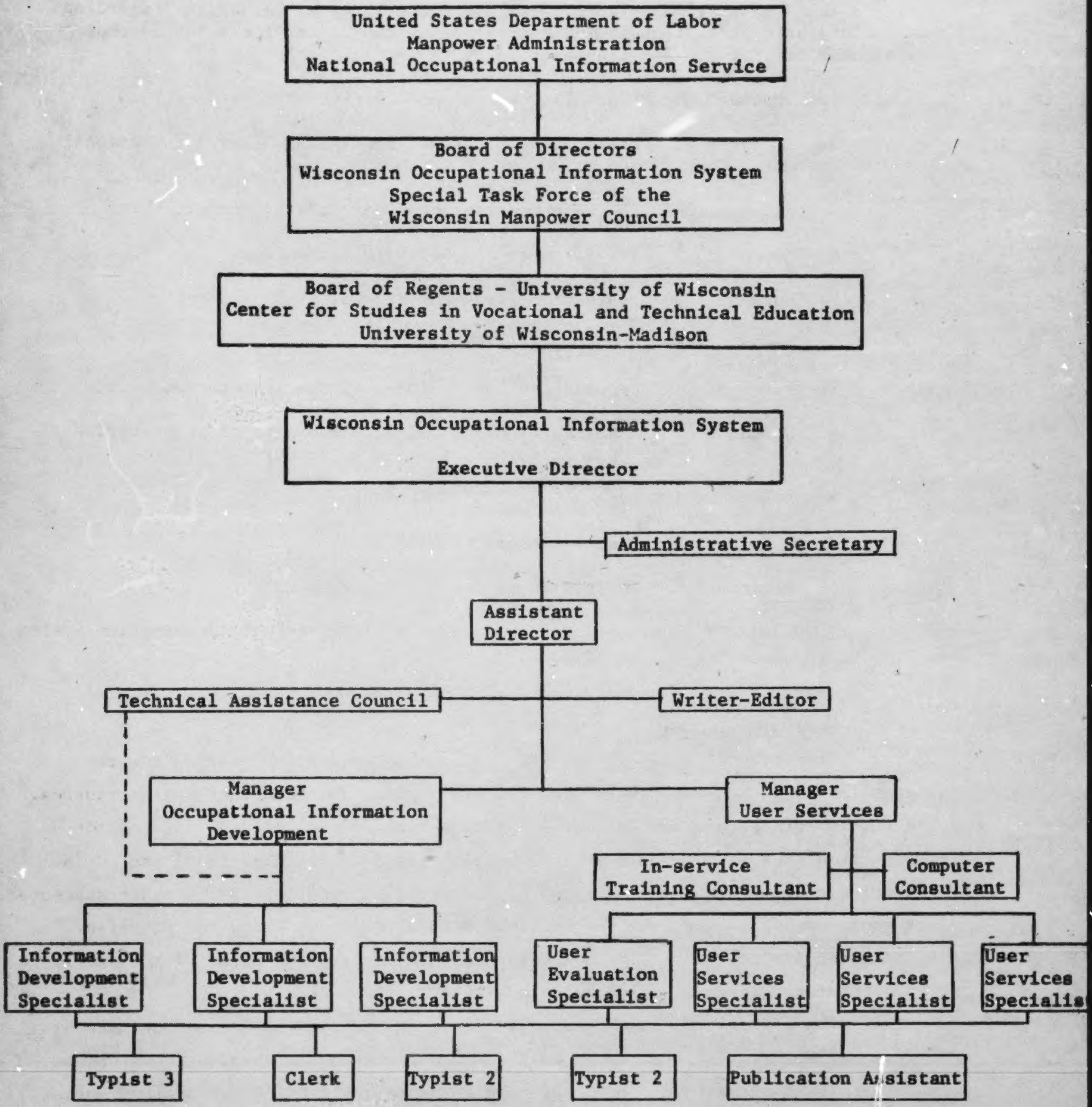
Information Development Specialist

Mr. Shaukat Naaem serves as an Information Development Specialist on the WOIS Project. Mr. Naaem received an M.S. degree in Agricultural Economics from the University of Wisconsin-Madison in 1970. His experience includes teaching statistical techniques to graduate students in West Pakistan Agricultural University, Lyallpur, Pakistan. Mr. Naaem's experience also includes four years as a research specialist at Lyallpur. His responsibilities will be to identify, analyze and report general and geographically specific wage and outlook information for the State Occupational file.

Information Development Specialist

Ms. Mary O'Connor serves as an Information Development Specialist. Ms. O'Connor received a B.A. degree in Art History in 1972. Her responsibilities will be to research, compile, analyze and report information for the Financial Aids file, Education and Training file, and the Human Resources file in the WOIS. In addition, she will prepare all information on the three files for computer input.

2. ORGANIZATIONAL CHART


United States Department of Labor
Manpower Administration
National Occupational Information Service
Board of Directors
Wisconsin Occupational Information System
Special Task Force of the
Wisconsin Manpower Council
Board of Regents - University of Wisconsin
Center for Studies in Vocational and Technical Education
University of Wisconsin-Madison
Wisconsin Occupational Information System
Executive Director
Administrative Secretary
Assistant Director
Technical Assistance Council
Writer-Editor
Manager Occupational Information Development
Manager User Services
In-service Training Consultant
Computer Consultant
Information Development Specialist
Information Development Specialist
Information Development Specialist
User Evaluation Specialist
User Services Specialist
User Services Specialist
User Services Specialis
Typist 3
Clerk
Typist 2
Typist 2
Publication Assistant

3. In-services--Internal

The WOIS Staff was "in-serviced" through internal mechanisms regarding a variety of topics. The following represents the in-service schedule that was conducted for the first project year:

1.	October 6	The philosophical and theoretical base for WOIS
2.	October 13	Using WOIS Interrelationships of Other Informational Sources
3.	October 20	The Data Sources, the Data and the Format
4.	October 27	The Hardware and Software Components
5.	November 3	Evaluation Plans and Procedures
6.	November 10	User Training Plans
7.	November 17	Student and User Guides, Visuals, Brochures, etc.
8.	November 24	A Review of the Appalachia Educational Laboratories Career Information System Products
9.	December 1	Discussion of DILHR Resources
10.	December 8	Discussion of the WISC Program
11.	December 15	Discussion of the DILHR Resources
12.	January 12	The Compatibility of the Occupational Information System

4. In-services--External

The National Occupational Information System staff sponsored a workshop in Washington D.C. on Information Development for the eight state grantees. A portion of the program covered the development of occupational information and use of the system while another portion involved organizational and administrative structure. The National Occupational Information System staff sponsored a conference for User Services staff in Washington D.C. during the winter of the first project year. The conference coincided with the first of the evaluation meetings which was also held in Washington D.C.

The Information Development Staff was in-serviced by Odessa Dubinsky from California. Ms. Dubinsky provided an overview of information development as seen by an expert in the field. The workshop was open to all state grantees.

Mr. John Clyde from the Oregon Information System was invited to Wisconsin for in-servicing the User Services staff during the spring of 1976. Mr. Clyde was brought in primarily to represent and describe the successes and failures of his occupational information system's user services endeavors over the past few years.

II. Information Development

A. Rationale for Occupational Information Development

The scope of work for the first year provided guidelines for data and information resource selection. Many of these selections were recommended in the grant application. Others were recommended by labor market information specialists, occupational analysts, and statistical research analysts in the Wisconsin Bureau of Research and Statistics. Three sections of the Bureau of Research and Statistics, the departments of Unemployment Compensation, Occupational Planning and Research, and the Occupational Analysis Field Center, were especially involved in resource selection. The occupational information resources include:

DOT VOLUME I
DOT VOLUME II
DICTIONARY
HANDBOOK FOR ANALYZING JOBS
CENSUS
CAREER EDUCATION DIRECTORY
MILITARY-CIVILIAN OCCUPATIONAL SOURCE BOOK
WORK FORCE 1980 OCCUPATIONAL PROJECTIONS
WORKER TRAITS GROUP SUBJECT-OCCUPATIONAL COMPARISON CHART
STATE MATRIX
GEOGRAPHY OF WISCONSIN MANUFACTURING
PLACEMENT STATISTICS
DOT CENSUS CONVERSION LIST
HEALTH CAREERS
JOB DESCRIPTIONS FOR HOSPITALS AND RELATED HEALTH SERVICES
WISC SCRIPTS
OCCUPATIONAL OUTLOOK HANDBOOK
VENTURA COUNTY OCCUPATIONAL BRIEFS
THESAURUS
DIRECTORY OF LICENSED OCCUPATIONS
DIRECTORY OF NATIONAL UNIONS AND EMPLOYEES ASSN.
CHAMBER'S TECHNICAL DICTIONARY
SCHOOL CATALOG
NEWSPAPER
R AND S TECHNICAL ASSISTANCE
NATIONAL SURVEY OF PROF. ADMIN. TECH. AND CLERICAL PAY 1974
MATCHING OCCUPATIONAL CLASSIFICATIONS TO VEP CODES BLS 1975
WORLD OF WORK PUBLICATIONS
STATE AND LOCAL GOVERNMENT STAFFING INFORMATION
WISCONSIN MANUFACTURER'S GUIDE
ALPHABETICAL INDEX OF INDUSTRIES AND OCCUPATIONS
A MAP STORY OF WISCONSIN'S ECONOMY
WISCONSIN ANNUAL RURAL MANPOWER REPORT
AGRICULTURAL AND RURAL STATISTICS
APPRENTICESHIP
CONSTRUCTION WAGE RATES
CONSUMER'S PRICE INDEX
EMPLOYMENT, EARNINGS, JOB OPENINGS AND LABOR TURNOVER

EMPLOYMENT AND WAGES COVERED BY WISCONSIN U.C. LAW
EMPLOYMENT SECURITY REVIEW
ICED
JOB BANK OPENINGS SUMMARY
OCCUPATIONAL OPPORTUNITIES INFORMATION
WAGE RATES IN SELECTED OCCUPATIONS
AMERICAN JOURNAL OF AGRICULTURAL ECONOMICS
FIELD CENTER INDUSTRY STUDY MANUALS
OES SURVEYS
NATIONAL INDUSTRY REPORTS
QUESTIONNAIRES

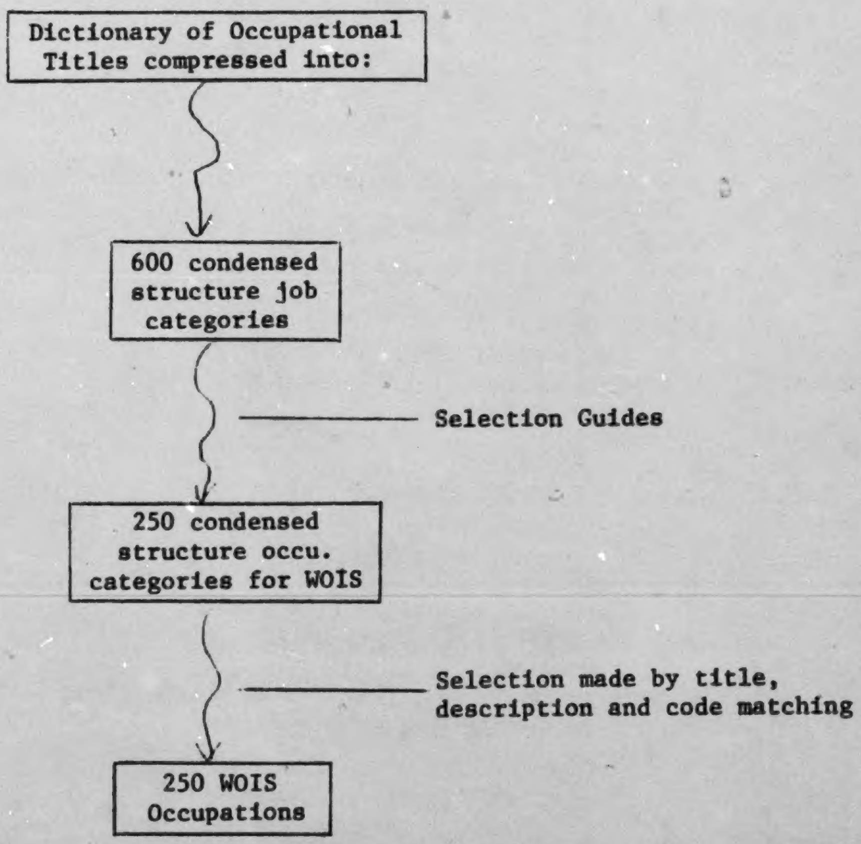
B. Job Selection

The WOIS staff developed information on 250 occupations during the first year (see 250 Wisconsin Occupations-Appendix IIA). The methodology employed was designed to insure the following:

1. Representation of professional, para-professional, skilled, semi-skilled, and unskilled occupations in the system.
2. The relevancy of occupations to local, state and national job
3. Availability of information resources to be used in developing the content of each occupational description.

The methodology is illustrated and described as follows:

DIAGRAM OF SELECTION PROCESS


Dictionary of Occupational Titles compressed into:
600 condensed structure job categories
Selection Guides
250 condensed structure occu. categories for WOIS
Selection made by title, description and code matching
250 WOIS Occupations

Dictionary of Occupational Titles

A Department of Labor publication listing approximately 22,000 job titles and 13,000 job descriptions. These descriptions and six digit codes are very specific in nature denoting minor differences between jobs. Consequently, there is much apparent redundancy and overlap that is not conducive to a vocational guidance system such as WOIS.

Condensed Structure

A document developed by professionals in the Bureau of Research and Statistics. It is designed to condense the DOT's 13,000 job descriptions into about 600 occupational groups. It is essentially a rearrangement of the DOT's Occupational Group Arrangement into groups of jobs requiring similar job tasks and knowledge. It was designed in this way to facilitate educational uses. Though the Condensed Structure categorization scheme is complete. all DOT titles have not yet been assigned to every category. The structure is of great value to occupational selection because it makes a search of the DOT much more manageable (600 groups of occupations to look at rather than 13,000 specific jobs).

Selection Guides

Resources used to direct the selection of 250 Condensed Structure occupational groups. Wisconsin Census Occupational Groups were used to direct searches to occupational areas pertinent to Wisconsin.

DOT Occupation Group Arrangement (OGA) was used to evaluate occupations chosen to determine how well they cover the world of work in general.

Expertise of Development Specialists and Research Analysts from the Bureau of Research and Statistics was used to apply subjective criteria to the job selection process for the first 250 occupations. These criteria include traditional importance to the state; possibilities of combining with other jobs later on; the importance of one job's inclusion over another's exclusion in terms of its status as an entry level job leading to a viable career; the availability of needed information.

DOT Specific Occupational Selections

Jobs assigned to the 250 Condensed Structure Occupational groups. These initial 250 jobs were chosen to represent the 250 occupational groups so that information such as DOT codes and descriptions of jobs could be developed, and wage, career ladder, entry level, and job outlook data could be compiled and developed.

Advantages

A. The Condensed Structure is designed to facilitate educational uses. Its reorganization of the DOT (to make studies of training needs easier) is totally compatible with a career information system.

B. The proposed Standard Occupational Classification system (SOC) includes parts of Wisconsin's Condensed Structure as its base. This assures that our system will be compatible with the SOC if it is adopted.

C. Because the Condensed Structure is a compressed version of the DOT and not a totally different job classification system, it is an unusually good vehicle for looking at the world of work with a relatively small but comprehensive field of occupational groups.

D. Its design facilitates job selections which are compatible in terms of skill levels, interest, aptitudes, and training requirements. This is vital to selecting representative jobs, not only of Wisconsin, but of the world of work as well.

E. It provides flexibility. The structure allows easy access to the Census, for example. Census occupations are conglomerations of occupations which are often not related. Further, almost half of Wisconsin's work force is represented by elsewhere classified, allocated and miscellaneous categories. Though the Condensed Structure is arranged differently than the Census, the unique quality of being a condensed version of the DOT allows for a better interpretation of Census data. Another example is that it is compatible with the work traits arrangement of the DOT, a resource heavily relied upon for worker qualifications, interests and aptitude information.

Disadvantages

There are no glaring disadvantages to using the Condensed Structure. Its basic design, we feel, is wholly conducive to selection and development of base data for an occupational information system.

The problems associated with its use as a tool for job selection are those that are inescapable in any system designed for this purpose-namely information source incompatibility, decisions on best sources to use and source interpretation.

C. Occupational Information

The scope of work guidelines identified the required areas to be covered by each occupational description. The following is a summary of the manner in which these areas were covered:

1. Description of Nature of Work. Many resources exist for this information. Those frequently used were the Occupational Outlook Handbook, Dictionary of Occupation Titles, Apprenticeship Handbook for Wisconsin, and descriptive information from unions, agencies and associations representing specific occupations.

2. Job Outlook Information. Among the resources used to develop this information were Employment 1980 Projections for state and local data and the Occupational Outlook Handbbok for national information. Two important resources were developed by the WOIS staff through telephone surveys of major employers and mail surveys of Employment Service placement specialists and labor market information specialists. This information was made geographically specific. The Wisconsin Employment 1980 Projections reported data by Standard Metropolitan Statistical Areas SMSA's and State Administrative Planning Districts. The telephone and mail surveys also provided a great deal of geographically specific information. Analysis and interpretation of Wisconsin Industrial Projections and the mapping of industries in the Geography of Wisconsin Manufacturing enabled the WOIS staff to identify possible areas of increasing and decreasing employment.

   One of the most difficult problems in reporting supply-demand information is that existing supply data are not reliable. To develop a mechanism for gathering these data is not within the scope of the project. The WOIS Information Development staff is working with the staff of the Unemployment Compensation section, which is researching characteristics of the unemployed with the hope of devising an index that will be geographically specific and relate to the number of people available for work. To some degree it will be possible to identify the work that persons were doing before their unemployment and the type of work they are currently seeking. This effort, if successful, will be a valuable addition to WOIS.

   The Information Development staff devised a coding system to report this data by computer. The data are reported as state-specific and region-specific. The definitions for the code used are a rewording of a more complex coding system devised by the staff of the Occupational Projections Unit in the State Bureau of Research and Statistics. Respondents to the WOIS surveys used our coding scheme to insure consistent interpretation throughout collection.

DESCRIPTION OF OUTLOOK CODES AND WISCONSIN GEOGRAPHIC REGION CODES

Geographic Region: *

R1	Madison area including Lancaster, Janesville and Portage
R2	Milwaukee incl. West Bend, Racine and Lake Geneva
R3-4	Fox Valley incl. Green Lake, Sheboygan and N.E. Wisc.
R5-6	Westcentral incl. LaCrosse, Eau Claire and Rice Lake
R7	Northcentral including Mauston, Wausau and Rhinelander
R8	Northwest including Spooner, Superior and Hurley

Current Employment Outlook:

F (Favorable) there is a surplus of jobs available

G (Good) currently enough jobs for qualified workers

PA (Positions Available) competitive - some openings exist

LO (Limited Opportunities) very highly competitive

P (Poor) positions become available only occasionally

NIA (No information available)

Long Range Outlook as Compared to Current Outlook:

C (Continuing) little change expected in employment outlook

IO (Increasing Opportunities) some improvement expected

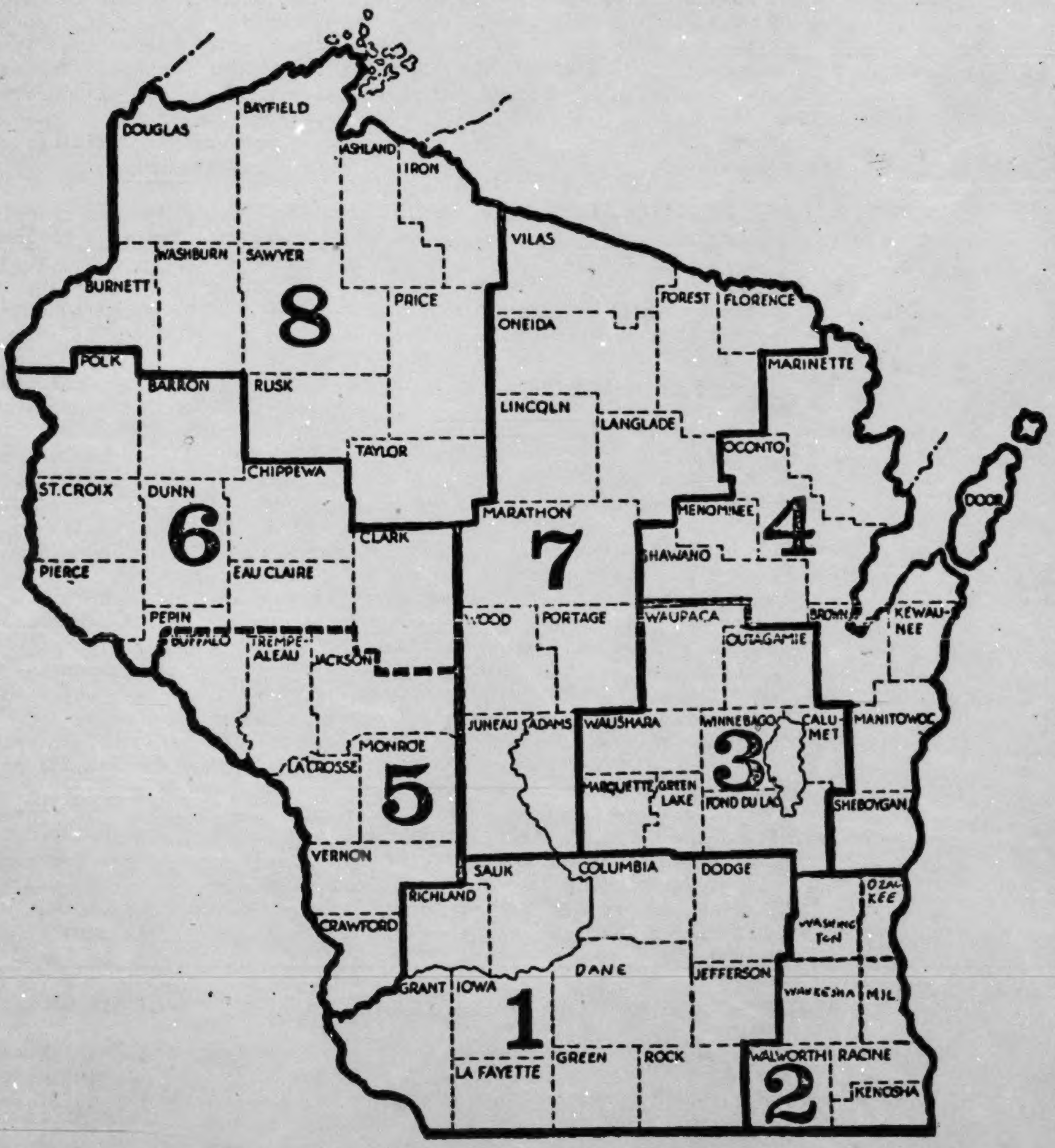
DO (Decreasing Opportunities) fewer opportunities expected

NIA (No information available)

*See map which follows. Numbers refer to Planning Districts.

Figure 1. WOIS Geographic Regions

WISCONSIN ADMINISTRATIVE PLANNING DISTRICTS



3. Earnings. Information on earnings was not made geographically specific since it was found that salaries did not usually vary significantly statewide. When they did, they were usually in the Metropolitan Milwaukee area. Further analysis revealed that physical location had little to do with significant variations in wage rates. Union representation, competition for workers, cost of living, and hiring requirements all appear to have a greater impact on earnings than does geographic location. To comply with the scope of work, a statewide average starting salary is reported at the end of the occupational description. This is reported in the most typical means of receiving pay i.e. hourly, weekly or monthly. The section on working conditions indicates the typical number of hours in a work week, as well as incentive pay and overtime hours that may be expected. The section on promotional opportunities indicates the wage range for the beginning and subsequent job levels.

   Most often this information was obtained from published construction wage rates, union agreements and Occupational Opportunities Information (Job Service Publication). Unpublished sources of these data include placement and follow-up statistics of schools and WOIS staff surveys of employers. Some information from associations representing specific occupations was occasionally used.

4. Training and Educational Requirements. Five types of career information are included in WOIS. These are: High School/College, Vocational-Technical; Military Titles; On-Job Training, and Previous Experience. Each part is discussed separately and summarized in a Method of Entry section. The summary presents the most viable method of entering an occupation first, given labor market conditions. Alternative methods, if any, are listed next. On-Job Training includes apprenticeship if it exists, and the method of entry includes any licensing requirements and a statement on how employers seek workers and fill positions. The most frequently used sources of information are the Dictionary of Occupational Titles (DOT), Vol. II, the Occupational Outlook Handbook, WISC Information, Apprenticeship Notebook, Career Education Directory, the Directory of Licensed Occupations, Occupational Analysis Field Center World of Work Publications, and Appalachian Education Laboratory's Worker Traits Group Subject-Occupational Comparison Chart. These sources identify current trends in hiring requirements. Another concise but unpublished resource is the Occupational Analysis Field Center's DOT research industry studies. Access to these reports and to Field Center Job Analysis have permitted the WOIS staff to list the most viable entry requirements. The Information Development staff is standardizing these parts for certain groups of jobs such as the machine trades. The overall aim is to devise a useful reporting format for training and educational requirements which insures the least loss of quality, continuity and style among Job Developers.

5. Advancement and Transfer Opportunities. To comply with the requirement for advancement opportunities information, the staff illustrates promotional ladders or a series of jobs representing promotional possibilities. The WOIS's analysis led to the conclusion that the career ladders approach was the least complex and provided useful detail.

The need to specify transferability of skills led to problems concerning user interpretation. A technically accurate presentation was found to be difficult to understand, as transfers can be lateral moves to closely related or to completely unrelated jobs, as in a union transfer system. Transfers can also be lateral-promotional where skills that relate to one job are relevant to another area, as in managerial occupations. The staff did not establish guidelines for transferability because of the lack of uniformity. To evaluate this approach, the staff is currently developing a matrix of all the WOIS occupations. When it is complete, marginal examples of transfer opportunities will be eliminated while other, strong job relationships will be clarified. Job relationships can be important information for users, particularly counselors, educators and placement people.

6. Special Equipment. Whenever possible a functional description of special equipment or tools included only those tools or pieces of equipment which are unique or not in the job description.

7. Working Conditions. The normal work week, overtime, seasonal hazards, safety devices, fringe benefits and some physical and environmental factors are usually included.

8. Job Identification for Handicapped and Disadvantaged Workers. Contacts have been made with representatives of WIN, Vocational Counseling, and the Department of Health and Social Services in an effort to identify occupations that are suited to various types of handicaps. These occupations will be included in the development of the next 150 WOIS occupations.

9. Sex Distribution. This information was not available for 80 percent of the jobs. The type of information available ranged from descriptive to actual numbers and percentages. The WOIS staff have received information from the Women's Bureau. Future efforts in this area will be directed toward identifying jobs in which women are gaining acceptance.

An example of the information developed on each occupation is found in the job development schedule (see Job Development Schedule, Appendix II-B for the occupation of Food Technician). The Occupational description entered into the computerized state occupational file is condensed from the job development schedule (see Occupational File Printouts - Appendix II-C).

D. Geographic Specificity Plan

The plan was to utilize the most efficient division of the State of Wisconsin to organize geographically specific data. The eight Administrative Planning Districts were chosen as these were most compatible with existing job outlook and economic information. Information that could be collected on a county-wide basis was easily adapted because Administrative Planning Districts follow county lines (See Figure 1, page 26). The WOIS Board of Directors unanimously approved the plan.

E. Occupational Information Administrative Procedures

Several means were devised to accomodate the large amounts of information which were entered into the system daily. An occupational file was developed for each occupation. When information pertained to more than one file, it was copied and placed in all of the appropriate folders or a note was made on its location.

Location of this type is filed under an appropriate topical heading in alphabetical order. Information which is dispensed is always copied so that the original or at least a copy is retained. The memo or cover letter is filed in an information sent-received system.

Another method employed is an information control system. This is a check list on each folder in the occupational filing system. Each job developer initials resources actually used. If information is questioned later or needs updating, it can be traced to the original source. Separate card files are being maintained on human resource contacts and newspaper help wanted ads.

Additional indexing systems are the Department of Industry, Labor and Human Relations' Research and Statistics and Occupational Analysis Field Center Libraries and the Resource Materials Center of the Wisconsin Vocational Studies Center. A system has been developed to keep track of information between development, editing, proof reading and entry onto the computer consisting of an editing file, the occupational file, a proofing file and a computer entry and copy file. The copy file is designed to disseminate final typed copy to WISC for microfiche copying and to the information developers for writing occupational briefs.

F. Agency Contacts

During the first year of operation many agencies were contacted for their assistance. Contacts were made by phone or personal visit. Materials describing WOIS and its information needs were provided first hand or mailed. All the administrative sections of the Wisconsin Job Service were contacted and provided WOIS with information and/or technical assistance. Sixteen of the eighteen district offices provided information. Sections of the Department of Industry, Labor and Human Relations provided data. In addition, several city and county agencies have provided information about the positions they offer.

Examples of additional associations contacted are found in the following list taken from the information development file.

Wisconsin Society of Certified Engineer Technicians, Inc., Milwaukee
Wisconsin Dental Association, Milwaukee
Wisconsin Society of Professional Engineers, Madison
Society of Southeastern Wisconsin Land Surveyors
The Society of Actuaries, Chicago
American Society of Agricultural Engineers, St. Joseph, MI
Society of Women Engineers, Milwaukee Section
Wisconsin Optometric Association
Wisconsin Institute of CPA's, Milwaukee
State Medical Society, Madison
International Union of Elevator Constructors, Local #15, Milwaukee
Pattern Makers Association, Milwaukee
Painters Union
International Brotherhood of Firemen and Oilers, Local 125, Milwaukee
Tool and Die Lodge #78, Milwaukee
District #10 Machinists
Millwrights Union Local 2337, Milwaukee
Sheet Metal Worker's International Association, Union Local #249, Madison
Plumbers' Union, Milwaukee
Steamfitters' Local Union #601, Milwaukee
Wisconsin Cheesemakers' Association, Madison
American Society of Interior Designers, Wisconsin Chapter
Realty Association
Apple and Horticulture Council, Inc., Oak Creek
Glazier's Union, Milwaukee
Operating Engineers Local 139, Milwaukee
Carpenter and Joiners Union, Local 314

Materials were obtained from various trade associations, unions, employers and educational institutions. Agencies that disseminate publications see a great value in WOIS because it provides a new outlet for their materials. A contact that was made and will be pursued during the next project year is with the Department of Health and Social Services soliciting their assistance in identifying jobs for the disabled and handicapped. The Boy Scouts will be contacted for their assistance with the Human Resource File.

G. Information Validation and Updating

Those aspects of the system that the WOIS staff plan to update have been identified. They are as follows:

Wages
Employment Outlook
Human Resources
Educational Institutions
Educational Programs
Job Selections
Hiring Requirements and Method of Entry
Selectors and Keying of Occupations
Inter-file References

The actual guidelines to be used for updating have not been developed. A separate file for information to be updated has been established. Any changes will be forwarded for computer entry and WISC updates.

Validation of the occupational information has been a continuing process. This process included telephone contacts with major employers. The contacts helped WOIS staff validate published information. Some important aspects of the validation process are as follows.

1. Job tasks were validated.
2. The employment outlook was often refined on a geographically specific basis.
3. Promotional and transfer opportunities were made more credible.
4. Wage estimates were tested.
5. Descriptions of hiring practices were modified.
6. Employer requirements, especially their educational requirements were checked.
7. Information was gathered on the importance of jobs in given regions of Wisconsin.

H. Review Panels

Occupational information in the State Occupational File was evaluated by a review panel representing various career development areas. Included were counselors, job service administrators, representatives from business and industry and secondary and postsecondary education (Figure 2, page 33 illustrates the WOIS occupational information development rating scale).

I. Information Delivery Materials to Support WOIS Computer System

Two types of materials are planned. One of these, the Wisconsin Instant Information System for Students and Counselors (WISC), already exists. The other, Occupational Briefs, is being planned. WISC is the microfiche delivery unit and the occupational brief is the printed unit. The planned relationship between these two is as follows:

1. The computerized occupational information file allows the user to screen work options. From the occupational information on the computer the user can go to WISC for more information.
2. WISC will provide information on every topic required in the scope of work. This will compliment the computer information by providing more detail and including additional categories of information. It is designed for users who have made some definite decisions on a particular job or jobs.
3. The Occupational Briefs are currently being planned. The required information has been collected and the first briefs will be completed during the next year. Planning is as follows:
   a. The WISC coordinator and information development staff are working together to devise a compatible clustering scheme. An information development staff member is currently reclustering WOIS jobs.
   b. The delivery format of the briefs will be as follows: a narrative about the cluster will include information on types of processes, materials and location of employers in map form. The occupations themselves will be printed on separate sheets. Topics will be similar to WISC but will not include information requiring frequent updating like wages, educational institution and employment outlook. A counselor's desk copy which will incorporate the first two parts under one cover will also be included. Cost has been estimated to average about $2.00 per set. There will be one set for each cluster of jobs.

Figure 2

1. Job Title____________________

DOT Code_______

WOIS OCCUPATIONAL INFORMATION DEVELOPMENT RATING SCALE

JOB DESCRIPTION ELEMENT	SPECIFICITY			CLARITY		COMPLETENES			ACCURACY & CURRENCY			COMMENTS
	Too Detailed	Adequate	Vague	Clear	Ambiguous or Unclear	Too Lengthy	Adequate	Incomplete	Good	Adequate	Poor	
2. Occupational Description												
3. Working Conditions												
4. Special Tools, Equipment, Work Aids												
5. Worker Traits Requirements												
6. Education & Training Requirements												
7. Method of Entry												
8. Advancement Opportunities												
9. Transfer Opportunities												
10. Employment Opportunities												

J. Education and Training Files

The State Education and Training File development consisted of gathering the names and addresses of schools from the Department of Public Instruction, Educational Approval Board, State Board of Vocational, Technical and Adult Education, Department of Regulation and Licensing and Wisconsin Association of Independent Colleges and Universities. Additionally, the file structure and capabilities were developed along with a list of 428 selectors. The list of selectors was utilized to develop a questionnaire which was mailed to 188 two-year colleges (public and private), vocational-technical schools, proprietary and hospital schools in Wisconsin. The surveys were coded and placed on the computer along with a general description of each type of school. The schools that failed to respond were contacted by mail and telephone. A print-out of each school was mailed back for review. (See Education and Training File printout, Appendix II-D.)

K. Financial Aids File

The Financial Aids file contains computer accessible information in the form of answers to questions. Administrators at the Wisconsin Higher Educational Aids Board (HEAB) helped review and validate this information. The following questions are answered. (See state financial aids information printout, Appendix II-E)

1. What is financial aid?
2. Who can get financial aid?
3. How do I apply for financial aid?
4. Are financial aids related to admissions?
5. What's a grant?
6. What is a scholarship?
7. What is a loan?
8. Who can get a loan?
9. How do I apply for a loan?
10. What is work-study?
11. The Basic Educational Opportunity Grant
12. The Wisconsin Higher Education Grants and Tuition Grant Programs
13. The Supplemental Educational Opportunity Grant
14. The National Direct Student Loan Program
15. The Indian Student Assistance Program
16. The Minnesota-Wisconsin Educational Reciprocity Agreement
17. The state of Wisconsin Direct Student Loan Program
18. The Guaranteed Student Loan Program

L. Human Resource File and Military Cross Reference

Each job in the occupational file is cross-referenced to the human resource file. If interested in a human resource contact, the user will be instructed to go into the file and will be given the name, phone number, address of the contact, and preferred method of contact (i.e. phone or mail). Persons serving as human resources were initially contacted to provide input for the occupational descriptions. A telephone contact confirmed their willingness to serve as human resources.

This file will eventually be modified for statewide coordination of human resource contacts by voluntary organizations. This approach will be similar to Oregon's Visit File.

Currently occupations are cross referenced to state occupations in the SOCC file. This allows for cross referencing between parallel civilian and military occupations. No separate military file currently exists.

M. Future Development

Future information development efforts will include examining the need for providing information about job opportunities in special programs such as VISTA, the Peace Corps, and the International Labor Organization (ILO). Information could be developed about arts and crafts jobs like the self-employed weaver, leather worker, artist and silversmith. Further, it is possible to work with apprenticeship and cross reference it with the State Education and Training file since Wisconsin apprenticeship law requires specified amounts of classroom instruction.

III. Delivery Systems

A. Delivery Modes for WOIS

The Wisconsin Occupational Information System staff have developed an integrated multimedia delivery system with a referral mechanism from one delivery vehicle to another. This was accomplished by integrating the National Occupational File, the National College/University File, the State Occupational File, the State Education and Training File, the State Financial Aids File, the Human Resource File and the titles of military counterpart occupations. These files are integrated through direct cross-reference. Additionally, the WISC program is referenced from all appropriate files. (See figure 3, page 37 for a schematic of this referral system) The system will be tested and modified, if necessary, during the first half of the 1976-77 project year.

The WOIS staff has developed two methods of providing copies of data and information to clients. First, each user of the computer interactive mode will receive a printout from the terminal after completing a search. This information may be taken with the student as a basis for discussion with parents, counselors and teachers. The second method of providing the user with a copy of the data and information is through the utilization of the WISC program by means of a microfiche reader-printer. This information again can be taken with the student for discussion with other resource persons.

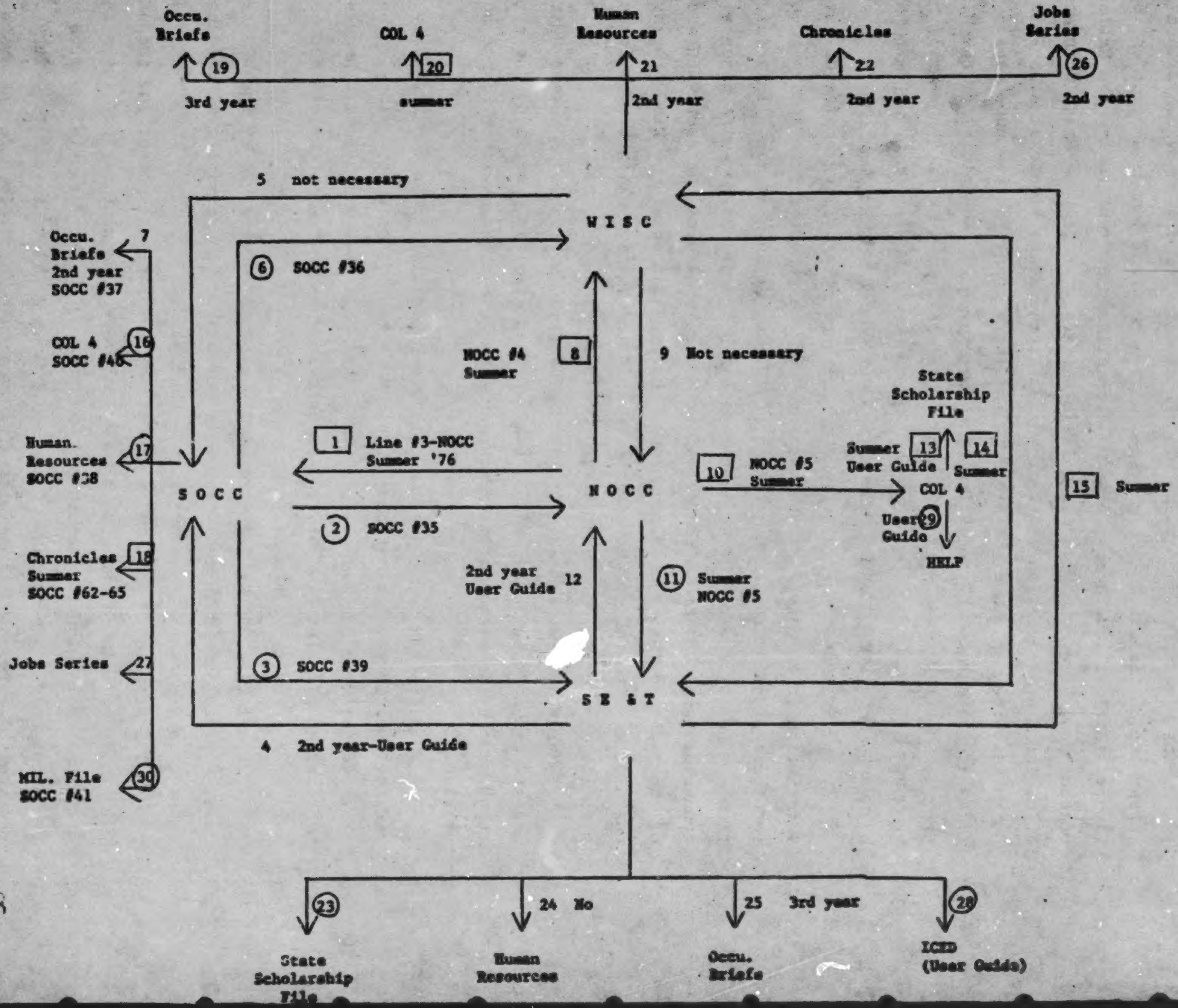
The WOIS has been able to make information available on both a "direct access" and a "structured search" basis. As previously described, the structured search can be accomplished through the WOIS program either via computer or WISC.

WOIS staff have adapted informational materials to the delivery system and the User Services staff have developed a booklet of instructions. The Time Share Corporation has assured the WOIS staff that they will provide housing and updating ability for new information entering the system so that it can be made available to users within six months.

Staff have identified information sources referred to by the WOIS system. These sources should be made available through the in-servicing of the teachers, counselors and other personnel at the user site.

The statements made in one medium of WOIS are consistent and compatible with those made in others although one delivery component may provide more detailed information than another. When the WOIS system is field tested during the first half of the second year, all obvious problems associated with consistency will be remedied. Ancillary information not contained in the system will

Figure 3. References and/or Cross References in the WOIS



be delivered to the user within two weeks after request. The WOIS Delivery System staff have developed methods for adequately safeguarding the security and confidentiality of data base, client records, individual system use and any other personal data. As specified in the distribution contract, the system will be accessible to users through the distribution centers on an "all day" basis for the user agencies' regularly scheduled day. Copies of the occupational information briefs will be made available to clients on a state or local basis sometime during the second year of project operation.

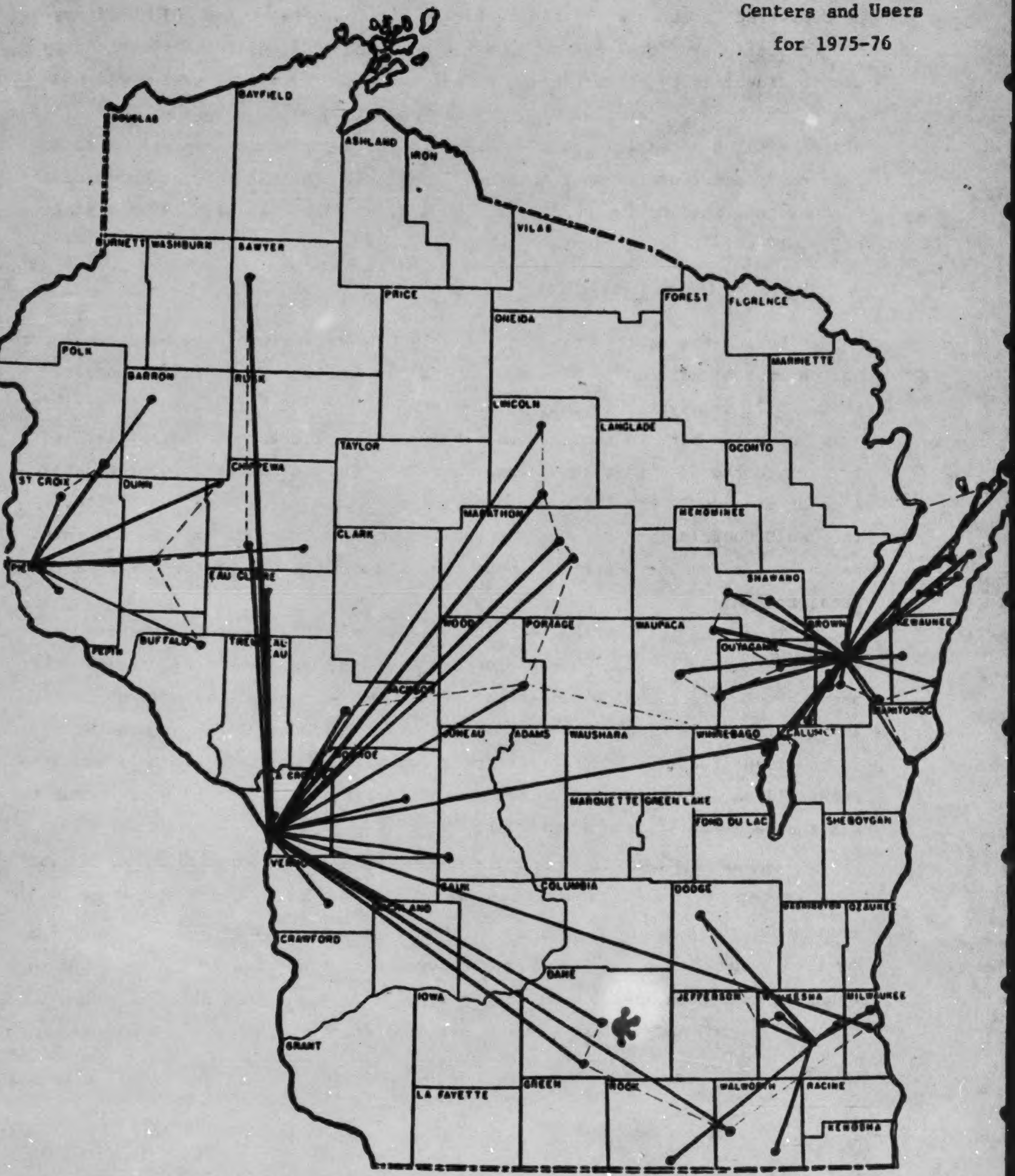
B. Usage During the First Year of the Project

During the past year, fifty schools have made use of the Guidance Information System marketed by Time Share Corporation. The WOIS staff recognize that, while the system is only in GIS form, GIS is not being used appreciably. This is due in part to the fact that the command structure is unfamiliar and in part to the fact that individuals have not learned how to interpret data. A major problem is the lack of adequate instruction. For each "user site," the "WOIS Coordinator" must become skilled in using the system. Someone must be on hand to answer questions about the data and the use of the system's command structure.

Thus, one goal of the Delivery Systems staff has been to make the command structure easier to use. More selectors have been added to the system so that users have a wider choice available to them in their structured search for information. Plans call for documenting all likely diagnostic printouts. In the 1976-77 fiscal period, the functions of User Services and Delivery Systems will be merged to provide even greater contact between the user community and the Delivery Systems Specialist.

One of the most important contributions made by decentralizing Distribution Centers is a reduction of telecommunications costs, which appear to be the most expensive part of the system. Schools and other users situated in a fan pattern around a central Distribution Center are connected to the computer by separate telephone lines. See figure 4, page 39 for illustration of school connections to distribution centers for 1975-76.

Figure 4 - WOIS Distribution Centers and Users for 1975-76



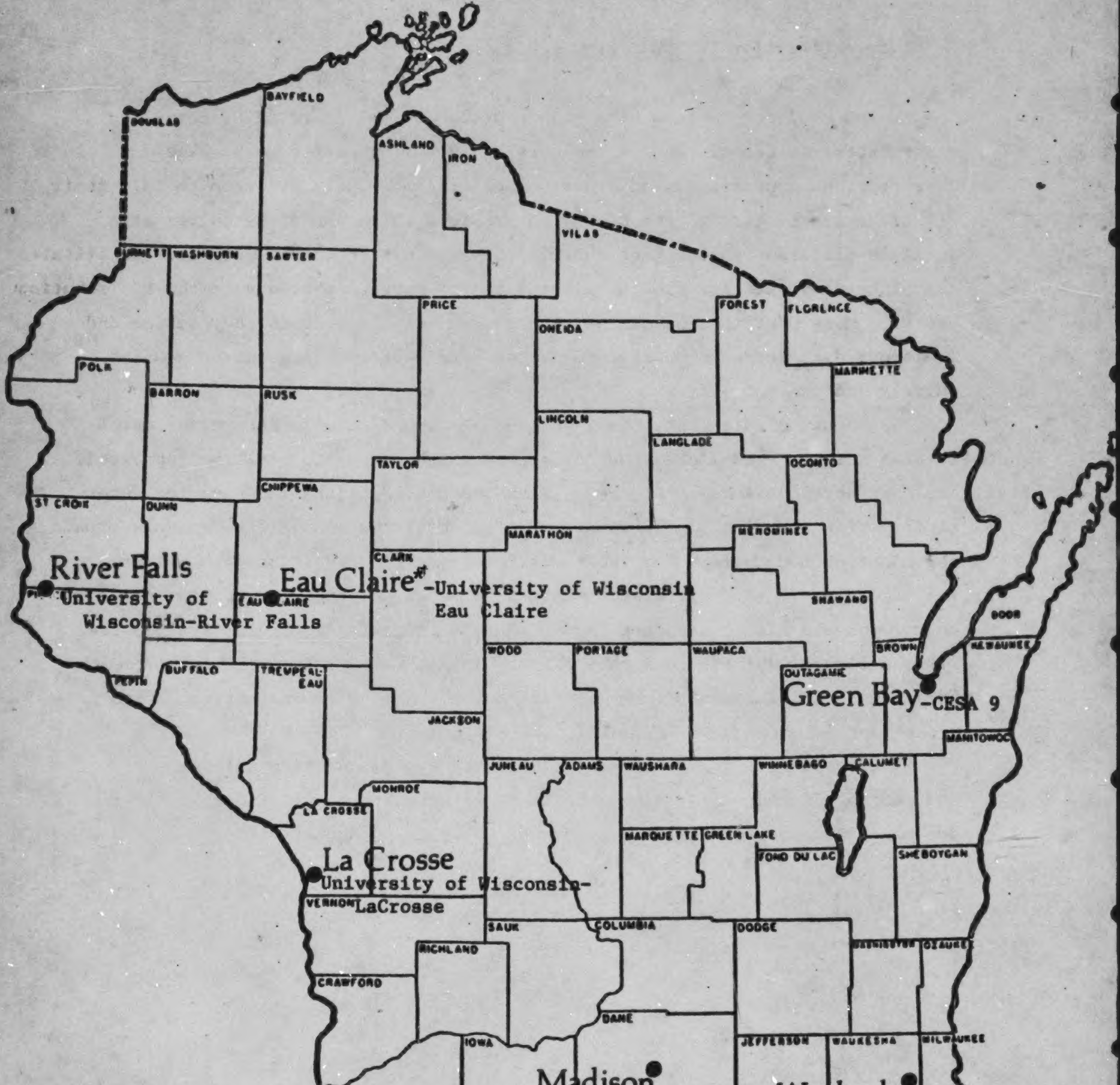
C. Future Direction for Delivery of WOIS

Seven computer centers have been approved by the Board of Directors for distribution to schools and other users in 1976-77 (see figure 5, page 41). This provides a decentralized distribution system. Users are free to call their "Distribution Center" to get help with problems which cannot be solved at a local level. The proximity of the Distribution Center to the user site facilitates travel between them for problem-solving and in-service meetings at the Distribution Center. Many Distribution Centers lease terminals to schools they serve, and the short distance between them means that hardware problems can be handled quickly and conveniently.

The Board of Directors has appointed a subcommittee to determine costs but has not yet established the basis upon which the system will be supported. The User Services section of the WOIS has submitted a detailed plan for determining a fee schedule, and Delivery Systems' contribution will be reliant upon the Distribution Centers for their contribution to costs. Though a uniform fee schedule for the entire state cannot be realized, the Distribution Centers have responded with a separate fee schedule segregating the WOIS from all the other instructional services they offer. This allows WOIS staff to divorce the "delivery" of information from generation, development and marketing. (See Distribution Center Rate Schedules, 1976-77, Appendix III-A)

The computerized portion of the Delivery System has been extensively documented. In addition to program listings and data descriptions, fully documented support of the file structure has been produced.

Figure 5. Location of Regional WOIS Computing Centers for 1976-77



IV. User Services

During 1975-76, the User Services staff were involved in activities which will be discussed under five headings: Product, Price, Delivery, Promotion-Marketing and a summary regarding the Scope of Work statement.

A. Product

User Services activities relate to the input of a user's point of view and materials into the development of WOIS. During the 1975-76 year, the User Services staff had major input into the development of the cross-referencing system between the various files and component parts of WOIS. The staff have continued to view the development of the WOIS information in reviewing the readability and the usability of the system.

A variety of 'pre-operation' materials have been sent to present or anticipated GIS user groups. The WOIS instructional manual, user guide and index are being printed and will be sent as soon as available. (See Introduction to Instruction Manual, Appendix IV-A and Table of Contents for User Guide, Appendix IV-B)

In addition to the guides several promotional and informational publications were produced. These included a Wisconsin Occupational Information Systems three fold brochure, User Notes- a monthly publication, a "WOIS is Coming" poster in several sizes, a WOIS information poster and a large WOIS instruction poster. (See information materials, Appendix IV-C for examples.)

The User Services staff expect to continue to reflect user's input for the purpose of improving WOIS. Based upon preliminary comments from pilot schools this year, an alternate form of the user guide will be developed which should include simpler, easier access for first time users of the system. The exit strategy should be completed and field tested during the coming year. Implementation is anticipated for the 1977-78 school year. Finally, the staff expects to insure accurate "keying" of the selectors to each occupation, to review the selectors to make sure accessing strategies are useful, and to match information to the requirements of user groups.

B. Price

At the February 1976 Board of Directors Meeting, a decision was reached not to charge for WOIS services during the 1976-77 school year. As a consequence of that decision, it was decided that the coming year, for purposes of marketing and inservice, will be termed a "pilot operational year" to insure that users do not become confused over the absence of a fee structure. During the June 1976 Board meeting, a sub-committee was assigned to work on a fee schedule for the 1977-78 year. Agreement was reached that this sub-committee would report to the Board in August of 1976 with a final fee schedule for the 1976-77 school year being set at a special board meeting in September of 1976.

C. Delivery

Computing centers are the major vehicle for delivering WOIS to users. The Criteria for Selecting Regional Distribution Centers for WOIS was established in November of 1975. This allowed statewide planning to begin for future coverage of the state with WOIS. (See Criteria, Appendix IV-D)

A policy on "Interagency Responsibilities in the Distribution of the Wisconsin Occupational Information System" was adopted by the Board of Directors at the December 16, 1975 meeting. The policy statements cover the responsibilities of the WOIS staff to distribution centers, responsibilities of WOIS staff to users, the desirable commitment of user groups to WOIS, procedures regarding GIS and WOIS materials and prerequisites to implementation of the WOIS on regional computers. (See Interagency Responsibilities, Appendix IV-E)

An application procedure to follow in applying for permission to become a distribution center was established. This procedure spells out the steps involved and provides a format for collection of data relative to the capability of the potential distribution Center. (See Application for Distribution Center Status, Appendix IV-F) These documents are used in defining the mutual obligations between distribution centers and WOIS users.

A contract which spells out obligations of the WOIS Consortium Board, the Regional Distribution Centers and the users has been adopted. The contract forms the legal bases for operation of the program and collection of fees. (See Contract, Appendix IV-G)

During the 1976-77 year, the alternative delivery vehicle, WISC, will be enhanced to serve as back-up for the computerized operation and for use by small groups and younger users. This will consist of a needle-sort addition to the present WISC program. Another consideration may be to users under a consortium. A consortium concept could be developed to address several concerns such as contracting with user groups, providing a cost break for marketing purposes and producing a focal point for the distribution of materials and inservice work. The Board's subcommittee on fees may suggest consortium arrangements of particular assistance with the public school sector.

D. Promotion-Marketing

The following list contains information on contacts and presentations and number of participants contacted by staff members in demonstrating and promoting WOIS. Potential users involved in these contacts and presentations have included: representatives of single public and private schools and school districts; general audiences of counselors, teachers, vocational coordinators and administrators from public schools in most parts of Wisconsin; general audiences of teachers, counselors and administrators from vocational and technical schools; administrators and representatives on various boards of control representing vocational and technical schools and public universities and colleges, counselors in training from two of the Counselor Education Programs in Wisconsin; and professionals from several Vocational Development Centers and Vocational Rehabilitation Programs.

Date	Activity	Location	No. in Attendance
1975			
	Survey of Counseling Programs in Wisconsin using GIS	Wisconsin	43 high schools
9/16	GIS Inservice Meeting	CESA #9-Green Bay	20
9/17	GIS Inservice Meeting	UW-La Crosse	15
9/18	GIS Inservice Meeting	UW-Madison	30
9/18	GIS Inservice Meeting	CESA #16-Waukesha	10
10/9	Drive-In Workshop on Center Activities	W.W.T.I.-La Crosse	57
10/9	Materials Distribution at State Superintendent's Meeting, Principals	Madison	300
10/10	Drive-In Workshop on Center Activities	Carroll College-Waukesha	113
10/14-10/16	Regional VIEW Meeting	St. Louis MO	10
10/17	Presentation at VTAE Conference	Madison	25
10/23	Drive-In Workshop on Center Activities	Madison-Edgewood	102
10/29-10/31	WIEA Conference	Milwaukee	1800
10/30	Presentation - WPGA	St. Point	65
10/30-10/31	Booth at WPGA	Madison	100 contacts

Date	Activity	Location	No. in Attendance
12/1	Presentation - Counselors in training U.W. Madison	Madison	75
12/2	Presentation - WEADS Regional Cont.	Madison	25
12/2	Presentation - GIS Inservice for Counselors & Aides	Madison East High School	6
12/3	Presentation - WEADS Regional Cont.	Oak Creek	40
12/4	WOIS Presentation for Counselors	Madison Public Schs.	30
12/9	GIS Presentation to Counselors	Madison West High School	6
12/10	WOIS Presentation at the Career Education Leadership Conference for Madison Schools	Madison Howard Johnson's	100 (approx.)
1976			
1/7-1/8	NOIS Staff Visit	Madison	2
1/13	Consultation - J. Hennings, DPI	Madison	1
1/20	Presentation (Demo) - Holy Name Seminary	Madison	2
1/29	Consultation - Racine P.S.	Madison	3
1/30	Consultation - Joan Pedro, WPGA	Madison	1
2/5	Presentation - River Falls Comp. Center	River Falls	20
2/6	Presentation - Stout, Wisconsin Univ. System	Menominee	15
2/9	Consultation - Kishwankee Coll.	Malta, Ill.	4
2/9	Consultation - DuPage Coll.	DuPage, Ill.	1
2/17	WOIS Board of Directors	Madison	20
2/19	WOIS Presentation to Milwaukee Area Counselors	CESA #10 Office	12
2/23-2/26	Conference, Presentation, NOIS User Services	Washington, D.C.	25
2/26	WOIS Presentation for Teachers, Students, Administrators and Vocational Counselors	Oshkosh North H.S.	20
2/27	Conference - NOIS Evaluation Meeting (Presentation)	Washington, D.C.	30
3/1	Consultation - U.W. Whitewater	Whitewater	4
3/11	Consultation - U.W. Eau Claire	Eau Claire	2
3/11	Presentation - VTAE Eau Claire	Eau Claire	20
3/16	WOIS Presentation to CESA Board of Control	CESA #16 Office	2

Date	Activity	Location	No. in Attendance
3/18	Presentation - U.W. Milwaukee, Consultation, Training	Milwaukee	45
4/1	Consultation - Fox Valley VTAE	Madison	1
4/5	WOIS Presentation to Milwaukee Area Counselors	CESA #16 Office	20
4/6	WOIS Board of Directors	Madison	20
4/7	QOIA Presentation to CESA #13 District Administrators	Green Lake	12
4/12	WOIS Presentation to DPI'd Administrative Council - State Superintendent, Assistant Superintendents	Madison	8
4/12	WOIS Presentation to DPI's Bureau for Career and Manpower Development	Madison	10
4/13	WOIS Presentation to counselors and adminstrative staff	Watertown	5
4/20	Planning meeting for WOIS - Job Placement Assistance	Madison	1
4/20	Consultation - Paul Speight, DPI	Madison	1
4/27	Follow-Up on WOIS at East High School	Madison	1
4/29	Meeting with Wisconsin Telephone Company for cost of WOIS	Madison	5
4/30	Consultation - East High School	Madison	1
4/30	Follow-Up at Madison East High School	Madison	3
5/3	Consultation - Job Service Administration	Madison	3
5/5-5/7	WOIS Presentation at WAVAE Convention	Green Bay	
5/24-5/26	NCCIS National Convention - Information Exchange and Consultation on WOIS	Detroit	30
5/26	Presentation - CAP Organization	Fond du Lac	25
6/9-6/11	Leadership Conference Presentation, Chairperson	Madison	250
6/14	Consultation - Madison P.S.	Madison	3
6/16	Consultation - Madison P.S.	Madison	3
6/21	Presentation - Madison P.S.	Madison	100

A marketing plan for WOIS is still being modified. John Clyde from the Oregon Information System suggested a variety of factors which should be examined in developing a marketing plan. As a result, the overall marketing plan has been revised and a final version is not expected until late August. Several unknowns still exist in the development of the plan which include: (1) a finalized consortium concept as a vehicle for marketing; (2) a preliminary decision regarding a fee structure for WOIS services; and (3) one regarding the development of an alternate access mode to WOIS which would not necessitate computers.

During the first two months of the 1976-77 project year, the user services staff will be intensively involved in the development of the overall marketing plan. The plan should reflect numerous demonstrations of the system, publication through a variety of statewide media and intensive marketing in specific markets identified as primary potential users of WOIS.

E. Summary

The Wisconsin Occupational Information System's User Services Staff responded to the "First Year Scope of Work - Fiscal Year 1976" statement in the following manner.

Marketing Plan. The development of a marketing plan for the first and second year of operation was hindered by efforts to produce the first version of the Wisconsin Occupational Information System. The User Services staff have concentrated on developing a marketing plan for the first operational year. The User Services staff has been inserviced as stated, by John Clyde of the Oregon Information System and will be inserviced during late summer of 1976 by the Time Share Corporation. It is expected that the final marketing plan will be presented to the National Occupational Information System staff no later than September 15, 1976.

User Feedback System. The staff has already solicited user feedback regarding instructional manuals and user guides. It is anticipated that the "exit strategy" will serve as another form of user feedback. The section on evaluation describes the efforts that will be made to solicit feedback from teachers, counselors and student users.

Contracts and Standards of Use. The WOIS staff has worked through the Board to establish a Contract and Standards of Use. The contract responds to the needs of the WOIS Board, the distribution centers and the user sites.

Test Centers. Because of the delays encountered during the developmental year of the project, the test centers were not fully utilized as anticipated in the initial grant. The same test sites will be utilized during the second year of the program.

V. Financial Information Report*

Budget Items	Previous Expenditures	Expenditures This Quarter and Source of Funds		Expenditures to Date	Encumbered to Date
		Federal	Total		
Salaries & Wages					
Managerial & Professional	63255.23	34198.58	34198.58	97453.81	
Clerical	12371.06	10436.86	10436.86	22807.92	
Total	75626.29	44635.44	44635.44	120261.73	000
Fringe Benefits	13572.84	8568.57	8568.57	22141.41	000
Total Personnel Expense	89199.13	53204.01	53204.01	142403.14	000
Direct Costs					
Travel Expense	2811.83	2673.90	2673.90	5485.73	000
Equipment	18161.52	4895.91	4895.91	23057.43	418.48
Supplies	3605.76	13071.52	16677.28	16677.28	424.03
Other-Supplies, Services	29067.03	26837.11	26837.11	55904.14	20581.75
Computer Proc. Costs	4822.04	5497.50	5497.50	10319.54	000
Total Direct Costs	58468.18	52975.94	52975.94	111444.12	21424.26
Indirect Costs					
Overhead	11813.38	8494.40	8494.40	20307.78	3652.14
Total Indirect Costs	11813.38	8494.40	8494.40	20307.78	3652.14
TOTAL	159480.69	114674.35	114674.35	274155.04	25076.40

299,499.00 - Total Grant
-299,231.44 - Total Expenditures & Amount Encumbered
267.56 Balance

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*See Quarterly Financial Reports, Appendix V

OMB Approval No. 29-R0224

FINANCIAL STATUS REPORT

1. Federal Agency and Organizational Element: Department of Labor-NOIS

2. Federal Grant No. or Other Identifying No.: T30A-76-100

3. Name and Address of Grantee Organization:
Wisconsin Manpower Council
Madison, Wisconsin 53703
Sub-Contractee: University of Wi/Madison
Center for Studies in Voc & Tec Ed.

4. Employer Identification No.: IRS ED#39-6028867

5. Grantee Account No. or Identifying No.: UW Acct #144-G886

6. Final Report: ☐ Yes ☒ No

7. Basis of Report: ☐ Cash ☒ Accrued Expenditures

8. Project Period (Month, Day, Year): 7 | 14 | 75 TO 7 | 13 | 76

9. Report Period (Month, Day, Year): FROM 4 | 1 | 76 TO 7 | 31 | 76

10. STATUS OF FUNDS	PROGRAMS — FUNCTIONS — ACTIVITIES						
	30.4	27.3	19.4	3.5	3.8	15.6	
	(1)	(2)	(3)	(4)	(5)	(6)	TOTAL
a. Total outlays previously reported	48482.13	43538.23	30939.25	5581.82	6060.27	24878.99	159,480.69 *
b. Total program outlays this period	34861.00	31306.10	22246.82	4013.60	4357.63	17889.20	114674.35
c. Less: Program income credits	—	—	—	—	—	—	—
d. Net program outlays this period	34861.00	31306.10	22246.82	4013.60	4357.63	17889.20	114,674.35
e. Total program outlays to date	83343.13	74844.33	53186.08	9595.43	10417.90	42768.19	274,155.04
f. Less: Non Federal share of program outlays	—	—	—	—	—	—	—
g. Total Federal share of program outlays	83343.13	74844.33	53186.08	959.43	10417.90	42768.19	274,155.04
h. Total unpaid obligations	7623.23	6845.86	4864.82	877.68	952.90	3911.92	25,076.40
i. Less: Non Federal share of unpaid obligations	—	—	—	—	—	—	—
j. Federal share of unpaid obligations	7623.23	6845.86	4864.82	877.68	952.90	3911.92	25,076.40
k. Total Federal share of outlays and unpaid obligations	90966.36	81690.18	58050.90	10473.10	11370.79	46680.10	299,231.44
l. Total Federal funds authorized	91047.70	81763.23	58102.81	10482.47	11380.96	46721.84	299,499.00
m. Unobligated balance of Federal funds	81.34	73.04	51.91	9.36	10.17	41.74	267.56

11. Indirect Expense: a. Type of rate (Mark box)
☐ Provisional ☐ Final
☐ Predetermined ☐ Fixed

b. Rate: 8%

c. Base: 274,155.04

d. Total amount: 20307.78

e. Federal share: 20307.78

12. REMARKS (Attach additional sheets if necessary)

13. CERTIFICATION — I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Name	Title	TELEPHONE Area Code	Number	Ext.

Signature of Authorized Official

Date Report is Submitted

Financial Status Report

*Corrected from Last Quarter Due to error in overhead calculation

49

62

VI. Evaluation

During the fourth quarter the project's evaluation team worked with the NOIS staff on development of a common impact evaluation strategy and core instrumentation for the eight OIS states. Wisconsin submitted its instruments to the NOIS staff for their use in constructing common pre- and post-instruments and reviewed first and second drafts from Washington. The WOIS staff then hosted a two-day conference in Madison on July 7 and 8 to discuss the specific nature of next year's evaluation efforts.

At the conference, Wisconsin agreed to cooperate in a limited pilot study to measure OIS effectiveness. Short, common-core, pre- and post-tests to be provided by the NOIS staff will be administered to several hundred treatment and control students in three selected schools during the 1976-77 academic year. Data processing and analysis for this study will be handled by a third party contracting with NOIS.

Wisconsin will also refine and administer an additional set of evaluation questions next year which should provide information not obtained by the common core instruments but valuable for improving the quality of various components of WOIS. (See Appendix VI-A)

Data collection for the statewide evaluation of Wisconsin Instant Information System for Students and Counselors (WISC-the VIEW component of WOIS) was completed during the fourth quarter. While users reacted favorably to the content of WISC, problems with reader-printers and user services have apparently hampered its effectiveness. The response of students, counselors and teachers will provide much useful information for improving WISC as it becomes an integral component of WOIS. A report of results will be published in the future.

VII. Future Direction

The future direction of WOIS can best be summed up by presenting the second year scope of work as planned and approved for the period of July 14, 1976 through June 13, 1977. The scope of work is as follows:

A. Information Development

1. Occupational Information. The first priority for the WOIS staff will be reviewing the progress to date on the first year scope of work. The WOIS staff is responsible for preparing the last 150 occupational descriptions for entry into the State Occupational File during the period of July through October 1976. The information will be developed in the same format as used for the initial 250 occupations that already have been entered into the State Occupational File. The information contained in the State Occupational File is geographically specific in terms of opportunities, salaries and projected openings for each occupation. The state is divided into six regions and the information previously described will be displayed for each of the six regions. The first quarterly report of the first project year identifies the six regions by municipalities. Additionally, the computer program offers a listing of the cities included in each region through the I* command.

   All of the occupational descriptions to be included in the WOIS will be evaluated by the Review Panel that has been instituted during the first project year. User feedback will be solicited through evaluations of all the occupations that are contained in the system. The occupational information will be updated every six months beginning in January of 1977.

2. WISC. The WOIS staff will assist the WISC staff in the development of the microfiche version of the State Occupational File. This will include 400 occupational descriptions more detailed than for the same occupations contained in the State Occupational Computer File. This activity will be accomplished between October 1976 and June 30, 1977.

3. Military Occupational File. The Military Occupational File as constituted in the WOIS is a listing of all military occupational titles counterpart to the civilian occupational titles contained in the State Occupational File. The WOIS information development staff will update the cross-referencing from the State Occupational File to the military file on a continual basis. The first update will begin in January 1977.

4. Education and Training File. The State Education and Training File will be updated on a six-month basis and new information will be entered. The State Education and Training File contains all two-year colleges, vocational-technical schools, hospital and proprietary schools in

Wisconsin, along with the street address, city, county and region the school is located in. Additionally, the programs offerred in these schools, the type of school (public, private, two-year college, cosmetology school, etc.), the calendar plan of the school, the tuition and fees, the enrollment figures, the admission requirements, the student body characteristics, the campus activities, and the sports offerred will be included in the State File. The education and training information found in the WISC program will be cross-referenced from the State Education and Training File and vice-versa. These activities will be accomplished during the first four months of the second project year.

5. Human Resource File. The Human Resources File will continue to be developed in proportion to the State Occupational File. All Human Resource entries will be updated on a six-month basis beginning in January 1977. Additional cross-referencing from the National Occupational File to the State Occupational File and to the State Human Resources File will be accomplished during the first two quarters of the second project year.

6. Scholarship and Financial Aids File. The information contained in the Scholarship and Financial Aids File will be updated at six-month intervals. All new state scholarship and financial aids information regarding Wisconsin postsecondary education and training institutions will be included in the first update beginning January 1977.

   The WOIS staff will cross-reference the State Scholarship and Financial Aids File to the other files contained in the WOIS system. Cross-referencing also will be made to the WISC Program during the period of October 1976 to June 1977.

7. Occupational Briefs. The occupational briefs proposed in the WOIS system will be designed and developed during the second project year of 1976-77. The information development staff will work with the staff of the Field Center of the Department of Labor beginning in January 1977, and we expect that six of the occupational briefs will be ready for distribution during the summer of 1977. Each of the occupational briefs will be developed around a cluster of similar occupations contained in the WOIS system.

8. Review Panel. As noted previously in Section 1, the Review Panel will be involved in evaluating all of the occupational descriptions that are entered into the WOIS. The Review Panel consists of fourteen people representing various backgrounds related to the validity of occupational description data. The Review Panel will be involved during the first six months of the 1976-77 project year.

9. Library. The WOIS staff will continue to add to the occupational information library that is being jointly developed between the Department of Industry, Labor and Human Relations and the WOIS staff. The holdings in this collection will be made available to all distribution centers and users of the WOIS system upon request.

B. User Services

1. Market Analysis. The WOIS staff has planned two inservice sessions with marketing consultants during the summer of 1976. They will address the various strategies to be used in accomplishing the marketing objectives. These marketing objectives are consistent with the number of users projected from the "Information System Use Worksheet" on page 88 of the original WOIS Proposal to the Department of Labor. It is anticipated that the first inservice session will be devoted to understanding the concepts and principles of marketing Educational Software. If possible, an Oregon System representative (OIS) from the marketing area will be involved in conducting the first of these sessions for the WOIS staff. This will take place during the latter part of June or the early part of July, 1976.

   The second inservice session will be held with marketing representatives of the Time Share Corporation. It is expected that the two-day session will be devoted to reviewing the marketing strategies and techniques that are proposed by the WOIS staff for the 1976-77 project year.

   A subcomponent of the marketing plan will be to determine and identify the most "cost-feasible" method of delivering the WOIS system to users during the 1976-77 project year. This will involve computing costs and determining the best location of distribution centers for proximity to users throughout the state.

   As presently constituted, the delivery systems for the WOIS throughout the State of Wisconsin are located at six distribution centers. It is expected that the number of distribution centers will be increased during the 1976-77 project year.

2. New Users. The WOIS staff, through the implementation of the marketing plan, will continue to identify new users in the following manner. User Services Staff Specialist (Mr. Robert DeMuth) will work with the public K-12 educational institutions in Wisconsin. His specific marketing goals are to be identified in the marketing plan which will be developed during the summer of 1976. It is assumed that the present 55 high schools will be increased to approximately 125, or approximately 27,903 student users at the end of the 1976-77 project year.

   A second user services specialist will work with the post-secondary institutions in Wisconsin. This person will be concerned with identifying public, private and proprietary schools that indicate an interest in utilizing the WOIS system. It is expected that the University of Wisconsin Center System will involve approximately 2,500 users during the 1976-77 project year. It is anticipated that the Vocational, Technical and Adult Education Districts will involve approximately 17,500 users during the second project year. The proprietary schools will be the last priority for this individual's marketing goals. It is assumed that about 250 users in the proprietary schools will use WOIS during the second project year.

The third user services staff member will work with community groups, state agencies and other organizations that have indicated an interest in using the WOIS. WOIS will be made available to approximately 7,000 users from the State of Wisconsin employment services during the second project year. It also is expected that approximately 1,500 Manpower users, 1,500 welfare recipients, 350 vocational rehabilitative clients, 5,000 non-institutional adults, 200 corrections institutional inmates and 2,000 veterans will be involved in the operation of the WOIS project during the second year of operation.

3. Inservice. The WOIS will continue to provide inservice training for all distribution centers and users of the WOIS system. This will entail sessions of approximately two days for every user site and for every distribution center. Presently there are 55 high school users on-line with the WOIS. These individuals also will receive inservice training during the early part of the 1976-77 project year. It is anticipated that each of the user sites to be added to the WOIS system during that project year will receive training before actual use of the WOIS.

4. Promotional Materials. The WOIS staff will provide all user sites with student guides and an instruction manual. The WOIS will continue to produce a monthly newsletter for users and will supply user sites and distribution centers with appropriate promotional materials regarding the WOIS.

C. Delivery System

1. Integrated Delivery System. The Delivery System Specialist will continue to ensure use of an integrated multi-media delivery system which includes a referral system from one delivery vehicle to another within the WOIS. It is assumed that the Delivery System Specialist will be involved in the inservice program of all new user sites and delivery centers.

D. Evaluation

1. Evaluation Design. The evaluation team of the WOIS will implement the process, product and impact evaluation that is approved by the NOIS. This will take place during the first three quarters of the 1977 project year.

2. Internal Evaluation Mechanism. The staff will develop an internal evaluation mechanism that will allow user feedback regarding the reliability and usability of this system during its second year of operation.

E. Administration and Management. The administration of the WOIS will continue to be implemented through its Director and Deputy Director. Administration will involve staff supervision and direction and preparation of required quarterly financial and informational reports including Federal Cash Transaction and Financial Status Support reports by the NOIS. The administrators of the WOIS will continue to maintain an internal record-keeping system for these reports and a log of contacts between the WOIS and other agencies. In addition, the WOIS staff will participate in all NOIS-sponsored activities.

The projected detailed budget for the third year's funding has been prepared. The administrators of the WOIS will continue to maintain the WOIS Handbook, recording all expenditures associated with the WOIS project.

It also is anticipated that the WOIS administrators will continue to work effectively as a liaison with the WOIS Board of Directors in submitting information and policies to the Board for its decisions.

CONSTITUTION OF WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

ARTICLE I

NAME

The name of this consortium shall be WISCONSIN OCCUPATIONAL INFORMATION SYSTEM (WOIS).

ARTICLE II

PURPOSE

The goals of this consortium shall be to foster the development and utilization of occupation information; to provide practical, direct access to current occupational and labor market information meaningful to individual students and clients in the State of Wisconsin, thereby influencing positively the process by which people of the State choose jobs and careers by providing them with current, accurate and locally relevant occupational information; and to promote integration of such information into schools and social agencies in the State of Wisconsin.

This consortium is founded and shall exist as a non-profit organization.

ARTICLE III

CONSORTIUM MEMBERSHIP

Section 1. Membership. The WOIS Board of Directors shall be a Special Task Force of the Wisconsin Manpower Council. Membership on the WOIS Board of Directors shall consist of selected members of the Wisconsin Manpower Council plus representatives of user agencies to be served by the Wisconsin Occupational Information System. In addition, a staff person of the Wisconsin Manpower Council shall serve as a liaison, non-voting member of the WOIS Board of Directors. The Wisconsin Manpower Council is authorized to receive and expend Federal funds and funds from system users and enter into contracts for services.

Subsection 1a. Selected Manpower Council Representatives. The following members of the Wisconsin Manpower Council or their designates shall serve on the WOIS Board of Directors:

Chairman, Wisconsin Department of Industry, Labor and Human Relations
Secretary, Wisconsin Department of Administration
Secretary, Wisconsin Department of Health and Social Services
Secretary, Wisconsin Department of Local Affairs and Development
Superintendent, Wisconsin Department of Public Instruction

Director, Wisconsin Board of Vocational, Technical and Adult Education
President, University of Wisconsin System
Executive Director, Wisconsin Higher Educational Aids Board
Representative of Labor, Wisconsin Manpower Council
Representative of Business, Wisconsin Manpower Council

Subsection 1b. Administrator, Employment Security Division. The Administrator of the Employment Security Division or his or her designate shall serve on the WOIS Board of Directors.

Subsection 1c. User Agency Representatives. No fewer than four members of the WOIS Board of Directors shall be representatives of user agencies. Of this minimum of four members, three members shall represent local user agencies and one shall be a high school student. User agency representatives shall be appointed by the Wisconsin Manpower Council upon consultation with the Executive Director of the WOIS.

Section 2. Authority. The Wisconsin Occupational Information System Board of Directors shall have complete authority to establish, modify or rescind policies of the WOIS.

Section 3. Tenure. The term of office for Selected Manpower Council Representatives and for the Administrator of the Employment Security Division shall be ex officio for the Manpower Council members and the Administrator of the Employment Security Division or at his or her pleasure for his or her designate. The term of office of User Agency Representatives shall be three years with no User Agency Representative eligible to serve more than six consecutive years. Initially and as determined by chance, a third of the User Agency Representatives shall serve one year terms, a third shall serve two year terms and a third shall serve three year terms.

Section 4. Removal. Members of the Board may resign by giving written notice to the Board chairman.

Resignation of a Board member shall result upon his failure to attend three consecutive meetings or two-thirds of all meetings during a twelve month period. A person is to be notified in writing by the Board chairman one meeting prior to such termination. The Board may approve extended leaves of absence. Such planned leaves, when approved in advance, will not constitute resignation.

Section 5. Filling Vacancies. The Wisconsin Manpower Council shall appoint, upon consultation with the Executive Director of the WOIS, User Agency Representatives to complete an unexpired term vacated by resignation.

ARTICLE IV

BOARD OFFICERS

Section 1. Positions. A chairman and vice-chairman shall be nominated and elected by the Wisconsin Occupational Information System Board of Directors at its first meeting.

Section 2. Nominations. Nominations for Board Officers shall be by nominatory ballot. If one member receives two-thirds of the nominating ballot for a Board office, he is elected. If no member receives two-thirds or more of the nominating votes, the two members receiving the highest number of votes shall be so nominated. Ties will be broken by chance. Nominations shall be accepted from the floor.

Section 3. Election. Election to office will be determined by ballot of a majority vote of the Wisconsin Occupational Information System Board of Directors present.

Section 4. Term of Office. The term of office shall be one year and no member serving more than two consecutive terms in each office. Vacancies in either position are to be filled by Board action.

Section 5. Duties. The Chairman of the Board shall preside over Board meetings. He shall be authorized to execute legal documents on behalf of the Board. In his absence, the vice-chairman shall assume his duties.

Section 6. Removal. Board members may be removed from the office of chairman or vice-chairman by a two-thirds vote of the Wisconsin Occupational Information System Board of Directors.

ARTICLE V

ORGANIZATION

Section 1. Organization. The Wisconsin Occupational Information System Board of Directors shall serve as the policy making body for the project. The Wisconsin Manpower Council shall serve as the WOIS Board's fiscal agent.

Section 2. Director. The Director shall be the administrative head of the Wisconsin Occupational Information System. He shall be appointed for an indefinite term and may be removed by a majority roll call vote of the WOIS Board of Directors. (Except see Article VI, Section 5.) The Director shall serve as an ex officio, non-voting member of the WOIS Board of Directors. He shall keep the WOIS Board of Directors advised at all times of the affairs and needs of the Wisconsin Occupational Information System.

Section 3. Personnel. The Director shall appoint to or remove appointive personnel from positions within the Wisconsin Occupational Information System.

Section 4. Reporting. The Director shall be responsible for preparing and submitting annual budget estimates and such reports as the WOIS Board of Directors requests.

Section 5. Contracts. For the purpose of completing its obligation in the grant from the U.S. Department of Labor, the WOIS Board of Directors may contract with a State agency for any or all of the services to be provided under the grant. The Wisconsin Manpower Council, with approval of the Board, shall execute the contract, subject to annual review. Such a contract shall permit the WOIS Board of Directors to set policy within the limits of applicable state statutes and within the rules and regulations of the State agency with whom the contract has been executed.

ARTICLE VI

COMMITTEES

The chairman of the Wisconsin Occupational Information System Board of Directors and/or the Wisconsin Occupational Information System Board of Directors may establish committees deemed appropriate. Members appointed to committees need not hold regular membership and may be personnel from user agencies of the Wisconsin Occupational Information System.

ARTICLE VII

MEETINGS

Section 1. Regular Meetings. Regular meetings will be held at a time and place agreed upon by the Wisconsin Occupational Information System Board of Directors , the frequency, time and place to be determined.

Section 2. Special Meetings. Special meetings may be called by the chairman or three members of the Wisconsin Occupational Information System Board of Directors.

Section 3. Quorum. A majority of the Wisconsin Occupational Information System Board of Directors will constitute a quorum.

Section 4. Agenda Items. The Board chairman, in cooperation with the Director and Executive Officer shall prepare an agenda. Any Board member may place an item on the agenda by notifying the chairman. Unless five days prior notice has been given of the pending consideration of an agenda item, any member of the Wisconsin Occupational Information System Board of Directors may cause that item to be held over to the next regular meeting.

Section 5. Open Meetings. All regular and special meetings of the Wisconsin Occupational Information System Board of Directors shall be open to the public, except that the chairman, at his discretion, may close the meeting for the consideration of personnel matters.

Section 6. Parliamentary Authority. Robert's Rules of Order will be the rules for the conduct of Board meetings, in so far as they do not conflict with this constitution.

ARTICLE VIII

AMENDMENTS

This constitution may be amended by two-thirds of the Board membership.

Minutes of Board of Directors Meeting

July 18, 1975

Members and visitors present:

John Nierengarten - U/W La Crosse (representing John Storlie)
Dick Sawicki - Wisconsin State AFL/CIO (representing John Schmitt)
Ken Machreiner - Department of Health and Social Services (representing
Fred Hinickle
Jim Jackson - Department of Industry, Labor and Human Realtions
Steve Born - State Planning Office, Department of Administration
Raj Shukla - Department of Administration
John David - CESA #9
Carlton Roehrdanz - CESA #16
Tom Diener - Department of Public Instruction (representing Robert Van Raalte)
Tom Hooker - Division of Employment Security (representing Stan Spencer)
Dick Johnston - Higher Educational Aids Board
Albert Beaver - U/W Central Administration (representing Doug Lamont)
Sue Flynn - Madison Public Schools (representing Ellen Meister)
Al Thurner - Milwaukee Public Schools
Harvey Sokolow - Manpower Council

Staff:

Roger Lambert - Center for Studies in Vocational and Technical Education
Phil Perrone - U/W, Department of Counseling and Guidance
Mary O'Connor - Center for Studies in Vocational and Technical Education

1. The meeting was called to order at 9:10 a.m. Harvey Sokolow introduced himself and gave a concise background on development of the WOIS grant and its funding.
2. The members of the Board introduced themselves, giving the name of the person (if any) and organization they represent.
3. Roger Lambert introduced the staff.
4. The proposal was reviewed by Dr. Lambert. The members read the goals and objectives on page 7 of the proposal; there were no questions.
5. Dr. Lambert reviewed the WOIS Delivery System Display (page 37). The "State and Local Occupations File" under the category of Automated Access Files was considered to be the primary focus of the proposal.
6. The Board discussed the First Year Scope of Work - Fiscal Year 1976. Questions concerning the use of the system by agencies other than schools were answered, deciding that anyone with a terminal will be able to plug into the system.
   Dr. Lambert pointed out that the Board of Directors will be involved in the long range planning of the WOIS project rather than the day-to-day decision-making.
7. The Constitution (page 59) was reviewed. Members were asked to read through

it and Dr. Lambert suggested that a decision concerning its adoption be postponed until the next meeting. Jim Jackson moved to adopt the Constitution and the motion was seconded; further discussion led to the defeat of the motion. Another motion was made by Mr. Jackson to postpone adoption of the Constitution until the next meeting; Raj Shulka seconded the motion and it was carried.

A question concerning the status of project employees was answered by Dr. Lambert, saying that those working for the project will be governed by the regulations of the sub-contractors.

It was suggested that Board meetings be held bi-monthly; Dr. Lambert will look into it.

8. A committee for nominating Board Chairman and Vice-Chairman was selected. It consists of:
   Dick Johnston
   Dick Sawicki (John Schmitt)
   Tom Diener (Robert Van Raalte)

9. It was decided that the next meeting will be on Tuesday, August 19, 1975, at 9 a.m. in room 154, Old Education Building.

10. Dr. Lambert reviewed upcoming activities on the WOIS Activities Flow Chart (page 89).

11. It was decided by the majority that Dr. Lambert would review the applicants and select those to fill the five positions with the assistance of the Technical Assistance Council.

12. The meeting was adjourned at 11:30 a.m.

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Minutes of Board of Directors Meeting

August 19, 1975

Members Present:

John David, Ken Nachreiner (representing Fred Hinickle), Jim Jackson, Doug Lamont, Ellen Meister, Carl Koehrdanz, Harvey Sokolow, Stan Spencer, Dick Kerska (representing John Storlie), Al Thurner, Bob DeMuth (representing Robert Van Raalte), William Bechtel, Ron Geraghty, Donald MacTaggert, Lorran Celley.

Staff Present:

Roger Lambert, Mary O'Connor

1. The meeting was convened at 9:50 a.m.

2. Nominations were opened for the positions of Chairman and Vice-Chairman of the Board; it was suggested that the three nominees (Jim Jackson, Doug Lamont, and Ellen Meister) all be considered for the position of Chairman; the nominee with the most votes would become the Chairman, the second would become Vice-Chairman; the motion was carried.

3. Roger Lambert explained the use of the WOIS Materials Binder.

4. Ballots were distributed to all the members present, who then voted on the Chairman position. Jim Jackson was elected Chairman, and Ellen Meister as Vice-Chairman.

5. All members present introduced themselves.

6. The Constitution was reviewed, and, after some discussion, was adopted without revision.

7. The suggested schedule of Board Meetings (October 21, 1975, December 16, 1975, February 17, 1976, April 20, 1976, June 22, 1976, and August 17, 1976) was adopted without revision. All meetings will convene at 9:45 a.m. on the meeting day.

8. The problem of parking for the Board meetings was discussed. It was decided that those individuals with parking problems should contact the WOIS staff.

9. Dr.Lambert reviewed the progress of hiring WOIS staff. One job, that of Delivery Systems Specialist has been filled (by Denise Praizler). The sub-contracts to DPI and DILHR are being processed and Bob DeMuth will fill the Specialist job at DPI. No other positions have been filled, but Dr. Lambert is completing the final screening.

10. Dr. Lambert reviewed the Time-Share contract meeting held on Tuesday, August 12th. An agreement was reached by Time-Share and Dr. Lambert and

his consultants, and a contract is proposed for $13,200 for this first year, with the second year not to exceed $18,000, the third year $21,000 and the fourth year and thereafter $25,000. After some discussion, it was decided that a copy of the Time-Share contract will be sent to all members, who will be polled, and the results of their decision will be reported to the Chairman.

11. The function and membership of the Technical Assistance Committee was explained by Dr. Lambert.

12. Dr. Lambert told the Board that U/W River Falls has requested that it become a regional center for the WOIS system. The Board decided that the WOIS staff, when hired, will set up criteria for regional centers, and that U/W River Falls must wait until the October Board meeting for any decision.

13. The minutes of the July 18th Board meeting were approved after revision of item 9 (change of 9:00 a.m. to 9:45 a.m.).

14. The Chairman adjourned the meeting at 11:15 a.m.

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Minutes of Board of Directors Meeting

October 21, 1975

1. The meeting was called to order at 9:50 A.M. and the minutes of the August 19th Board meeting were approved. A new Board member, Barbara Younger, Student Representative, was introduced.

2. Dr. Lambert invited members of the Center staff to give a brief description of their educational background and work experience. Kathy Naughton, Program Officer from the Department of Labor was introduced. It was noted that she has played a big part in getting the project off the ground.

3. The Time-Share contract was approved as written.

4. A status report covering guidelines for additional delivery centers was presented. Doug Lamont requested that a copy of the Guidelines be sent to the Board members along with a list of the people who received them.

5. Equipment bids were discussed with the suggestion that staff further review them before ordering the equipment.

6. Dr. Lambert distributed copies of the Quarterly Report and discussed highlights of the report.

7. The Geographic Specificity Plan was presented. The Board approved a plan whereby state administrative districts will be used as the basis for local information.

8. The selection of 250 occupations designated for information development was discussed. It was agreed that further investigation was necessary before this list could be finalized.

9. Dave Caulum gave an updated report on User Services elaborating on the 3 Regional Distribution Sections, LaCrosse, Waukesha and Green Bay.

10. Dr. Lambert commented on upcoming WOIS events giving mention to his plans to attend a one week conference in Washington. The conference is designed to bring staff of the various projects up to date and will also relate the goals and objectives of the program. John Richert and Dave Miller of the Center will also attend this conference.

11. The next meeting was scheduled to be held in the Education Building (Room 154) on December 16th at 9:45 A.M.

12. William Bechtel suggested the possibility of project duplication and requested clarification of the different projects. It was agreed to explore the possibility of duplication.

13. The Chairman adjourned the meeting at 11:55 A.M.

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Minutes of Board of Directors Meeting

December 16, 1975

Room 154 - (old) Education Building

Board Members Present: Ellen Meister, Al Thurner, William Bechtel, Lorran Celley, Barbara Younger, John Storlie, Doug Lamont, Kathy McElroy, Carl Roehrdanz, Robert Van Raalte, John David, Don MacTaggert, Jim Jackson.

WOIS Staff Present: Roger Lambert, John Richert, Wendy Glisch, Pete Oemichen, David Caulum, David Miller, Carl Grady, Robert DeMuth, Fran Napotnik.

Guests Present: Merle E. Strong, James Baxter, John Konopacky, Green Bay CESA #9, David Feinstein, UW - River Falls Extension, David Fleckenstein, UW - Whitewater, Al Roberts, MACC.

Board members were invited to view a demonstration presented by the WOIS staff at 8:30 a.m.

1. The meeting was called to order at 10:25 a.m.
2. Roll call was taken.
3. Dr. Lambert introduced Dr. Merle E. Strong, Director of the Center for Studies and Wendy Glisch, the newest member of the WOIS staff at DILHR. Ms. Glisch is a graduate of UW Eau Claire with her B.A. in Psychology and Business Administration. She will be working to develop occupational information and to obtain feedback from local high school students needed for improving information development.
4. The agenda was adopted and the minutes of the previous meeting were approved.
5. Mr. Grady reported that there are seven terminals presently in use stating that, in addition to these seven, one CRT terminal would be needed.

6. Dr. Lambert reported on the Washington, D.C. in-service training program. A portion of the program covered development of occupational information and use of the system, while another portion involved organizational and administrative structure. A method of sharing information between the eight states was worked out. It was agreed that making a conference call once a month in order to share ideas would be extremely beneficial.

7. The 250 occupations selected for WOIS (CN-16), was commented on by Dr. Miller. He explained that since there were 13,000 job descriptions contained in the Dictionary of Occupational Titles (D.O.T.), it was necessary to refer to the condensed structure of the D.O.T. to break the list down to 250.

8. Dr. Caulum reported on the user services (CN-17). He asked Mr. DeMuth to explain briefly the results of a survey taken of both potential and current users of the GIS package. (CN-17 III and CN-18)

9. The report on response to the computing center memo was explained by Dr. Richert, Deputy Director, WOIS. Dr. Richert reported that the responses basically suggested that a clearer definition of inter-agency responsibilities for the delivery of the system be established. Consequently, the staff produced a clarification which is contained in CN-20.

   Dr. Lamont asked that the record show that CN-19 does not reflect a policy statement of the Board but rather that the recommendations in CN-19 are only possible areas of expansion which will be considered in the future.

10. Establishment of policy regarding inter-agency responsibilities (CN-20), was discussed. Six points in the form of changes and additions were proposed and approved. A revised copy of CN-20A has been enclosed.

11. A procedure to conduct a market analysis for purposes of establishing distribution centers was discussed. It was indicated that this procedure would be implemented in the River Falls area to determine if a distribution center should be set up there.

12. The next meeting was scheduled for February 17, 1976 at 9:45 a.m.

13. The Chairman adjourned the meeting at 12:05 p.m.

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Minutes of Board of Directors Meeting

February 17, 1976

Room 154 - Old Education Building

Board Members Present: Dick Johnston, Ellen Meister, Jim Jackson, Doug Lamont, Carl Roehrdanz, Kathy McElroy, John Storlie, Al Thurner, Ellen Hanson for William Bechtel, Roland Krogstad for Lorran Celley, Mary Graye, Robert Van Raalte

WOIS Staff Present: Roger Lambert, John Richert, David Miller, David Caulum, Ursula Main

Guests Present: Merle E. Strong, David Feinstein (UW-River Falls Extension), David Fleckenstein (UW-Whitewater), Al Roberts (MAAC)

1. The meeting was called to order at 9:45 a.m.

2. Roll call was taken.

3. The agenda was approved with an addition - a report from Board Member, Ms. Barbara Younger.

4. Old Business

    a. The minutes of the previous meeting were approved.

    b. Dr. Richert introduced Mr. Shaukat Naeem, Ms. Mary O'Connor, Ursula Main, Linda Rees, and Dr. Mercile Johnson Lee who are new WOIS staff members.

    c. David Miller reported on the finalizing of the 250 occupations for the Information Development Section. He also noted that he had worked with the WISC staff at DPI to arrive at a common format for the State Computer File. WISC is the hard copy and microfilm backup for this file. Finally, Dr. Miller reported on the 2½-day workshop conducted by Odessa Dubinsky, Director of California Microfiche [illegible]stem, to discuss the information development.

4d. David Caulum reported on the distribution of the Newsletter. He also said that there is a need for an inservice workshop according to results from a survey taken in Green Bay and that WOIS will develop an inservice program to be held either at distribution sites or at particular schools.

Dr. Caulum also talked about developing a computerized "exit strategy" system to be utilized by the user after using the computerized information system.

He reported on the development of a logo for WOIS's letterheads, posters, etc. and a set of characters to be created for student guidance instructional manuals.

Finally, he projected that a draft copy of the student user guide will be ready by April 1, 1976.

e. Dr. Lambert reported on the visit from the Department of Labor-National Occupational Information System which was a two-day conference. Every phase of the WOIS program was reviewed and information was shared.

f. Dr. Lambert reported on the delivery system and update of the files. He indicated that the seven files will be updated twice a year to distribute to regional distribution centers for their use.

He reported that Andy Stevenson from Time Share Corporation in New Hampshire volunteered their computer system and their file structure to WOIS for this year in order for WOIS to meet its deadline in fall. The only cost incurred by us will be the cost for the phone line. Time Share Corp. has a phone line into Chicago and WOIS will be connected to that line.

5. New Business

Ellen Meister introduced Barbara Younger to the Board. Barbara is an East High School student. She shared a working draft "Career Planning Checklist for Students" with the Board. She mentioned that East High School is trying to fit the computer delivery system into an overall career planning effort.

a. Dr. Lambert suggested to the Board a modification of CN 20a (Distribution Center Policies). He recommended that page 5, VI, Number 5 read: "The centers should have capability of serving sufficient terminals to make the system economical." The recommended modification was adopted by the Board.

b. David Caulum reported on his presentations at River Falls and Racine. He presented the WOIS to potential users from CESA's 5, 6, and 4 in River Falls. The various school districts indicated interest in the program if funds were available. After discussion, the Board adopted the recommendation that River Falls be added as distribution center.

5b. Racine Public Schools already have a computer system and file space available for WOIS. They are trying to get support from Vocational Education Act to get terminals. Racine requested permission to set up a closed distribution system for Racine Public Schools. The Racine Public Schools system was added as a distribution center by the WOIS Board.

c. Dr. Lambert explained the proposed consortium user fee formula. He said two fees are proposed, one that goes to the distribution center and one directly to the consortium of the Board for operation of staff, development of information and production of information files.

The cost factor was discussed for some time, and a sub-committee on fees, chaired by Ellen Meister, was asked to look at fee charges. The committee is to recommend a cost factor to the Board. Other members of the committee are Donald MacTaggert and John Storlie.

d. Dr. Lambert presented the WOIS Budget and scope of work for the Board's study and review. A sub-committee on fiscal matters was appointed to study the budget. This sub-committee consists of Dick Johnston, Doug Lamont, and Carl Roehrdanz.

e. Uniform fees for distribution of WOIS were discussed. It was decided that those should be considered along with the user fee problem by the sub-committee on fees.

f. Primary service areas for distribution centers were discussed. The general consensus was that this could be worked out without severe problems between distribution centers and staff.

g. Sample contracts for use between WOIS Board Distribution Centers and users were distributed for review and comment.

6. The next Board meeting was rescheduled to April 6th, 1976, at 9:45 a. m. The meeting will be all day and will be held in the Memorial Union, Beefeater Room, at the corner of Langdon and Park Sts.

7. Time did not allow for questions and comments from the Board.

8. The chairman adjourned the meeting at 12:00 noon.

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Minutes of Board of Directors Meeting

April 6, 1976

Beefeater Room, Memorial Union

Board Members Present:	Dick Johnston, Ellen Meister, Mary Jo Domenichette for Stan Spencer, John Konopacky for John David, Al Potts for Jim Jackson, Dick Greiner for Doug Lamont, Carl Roehrdanz, Kathy McElroy, John Storlie, Al Thurner, Ellen Hanson for William Bechtel, Roland Krogstad for Lorran Celley, Tom Diener for Robert Van Raalte, Donald McTaggert
WOIS Staff Present:	Roger Lambert, John Richert, David Miller, David Caulum, Carl Grady, Ursula Main
Guests Present:	David Feinstein (UW-River Falls Extension), David Fleckenstein (UW-Whitewater), Al Roberts (MACC), Bob DeMuth (DPI), Earl Chandler (DPI), Lyle Hunter (UW-Whitewater)

1. The meeting was called to order at 9:45 a.m. by Ellen Meister who chaired the meeting.

2. Roll call was taken.

3. The agenda was approved with one addition under New Business - 6f: request from UW-Whitewater and Eau Claire to be established as distribution centers.

4. Old Business

   a. The minutes of the previous meeting were approved.

   b. Information Development. David Miller reported that during the last two months a questionnaire was sent out to provide data necessary for completing the State Education and Training File and the Financial Aids File. Currently, the Information Development staff is working on a computer format for these two files. For the State Education and Training File, 97 occupational descriptions have been completed, 11 of which have been reviewed by a review panel. An editor was employed to reduce the readability level of the descriptions to the 8th grade level. An example of a completed description was handed out and was discussed for format, content and sequence. It is intended to update the descriptions every six months.

c. **User Services:** David Caulum reported on "User Notes" which is a WOIS newsletter that is being sent out to users on a monthly basis. The purpose of "User Notes" is to give WOIS a vehicle to communicate with the users on a monthly basis. He mentioned that the "User Guide" is in the second rewrite. He also reported on the Washington Conferences that dealt with User Services and Evaluation. He indicated that the Racine VEA proposal had been turned down internally, as the Racine staff had put more into the proposal than the Board of Education wanted to spend on research and development. Other alternatives are currently being pursued with Racine.

The procedure for handling requests to become distribution centers was discussed by Dave Caulum. A lengthy application has been developed for centers to complete. Based on the completed application, the Board of Directors will be asked to accept or deny each request for approval. At present, there are two requests, one from Whitewater, the other from Eau Claire. Whitewater is applying to become a regional distribution center to serve any user within their primary service area. They already are serving two schools. Eau Claire is applying to become a closed distribution center to distribute the program only to the counseling center at the University.

d. Roger Lambert reported on the visit from the NOIS staff which included our program officer, Kathy Naughton and Kathryn McKinzie. They came to audit the first six months of expenditures and obligations for the remaining year. As per phone conversation, they were satisfied, pleased and made some suggestions regarding the "Quarterly Report."

e. David Caulum asked each distribution center to indicate their primary service region to him. He showed transparencies of the distribution centers and their service areas and explained them.

f. Ellen Meister reported on the recommendations which the Committee on User Fees had developed. The committee met on April 1, 1976, with 16 persons present. They looked at the data that had been collected from the five distribution centers. They found that the delivery cost ranged $1,800 from the lowest price to the highest quote. The committee presented their recommendations to the Board (Attachment 2). A third recommendation was made that a committee should continue to function in studying the problems that have not been answered fully and that the committee should develop user rates for the following year for the Board at their August meeting.

Distribution centers at Green Bay, La Crosse and River Falls presented their recommended delivery fee cost "rate sheets" to the Board. Al Roberts from MACC shared some further interpretation of MACC's rate information.

It was made clear to the Board that the WOIS staff will help users find a reasonable way to implement the system, and those users who want only WOIS should be able to acquire it at the cheapest rate. It was recommended that WOIS staff should encourage support from distribution center staff at presentations in their respective areas.

g. Dick Johnston reported for the Committee on Finance. He discussed the letter to Jim Jackson and the recommendations the committee made to him (Attachment #1). The recommendations were then discussed.

h. David Caulum discussed the contract draft with the Board. It has been revised after input from Board members and Mike Leitham, Legal Counsel for UW-Madison, reviewed it. Some changes were made regarding legal applicability and readability and general understandability.

6. New Business

a. It was moved by Tom Diener and seconded by Carl Roehrdanz to accept the recommendations presented by the Committee on Distribution Center Delivery Fees. The motion was approved:

1) The WOIS staff will act as consultants in helping potential users to determine what it is they will need in terms of service. When the need has been identified, the WOIS staff will share the "rate sheets" from the various distribution centers, and the users will be advised to contact the distribution centers of their choice.

2) Each distribution center will present rate sheets to the WOIS Board at their April 6th meeting. These rate sheets will include all potential cost to users from their distribution centers for the 1976/77 year. Specific determinations will be made by the distribution centers for the potential users.

3) (not in written form) A committee of this type should be continued to work in the future on the same types of problems.

b. It was moved by Tom Diener, seconded by Dick Johnston and approved by the Board to establish a policy that allows the distribution centers to name their preliminary service areas and submit to the Board for approval.

c. It was moved by Carl Roehrdanz, seconded by Al Thurner and approved by the Board that the proposed budget as submitted at the last Board meeting and the set of recommendations presented by the Committee on Finance which reflects the sources of the funding be accepted.

It was suggested that the WOIS staff submit a complete final budget to this Board as soon as possible with receipts and expenditures.

d. It was recommended that a permanent committee for establishing WOIS fees, contracts, charges and budget be developed. This recommendation will be brought to the Chairman's attention.

Roger Lambert conveyed the message to the Board that WOIS is the Board's project and not a center or university project. The Board has the responsibility to gain support from State Board and Manpower Council as well as other agencies and users. The budget is the Board's budget which the Board has to support and justify to the other state agencies and users. The WOIS staff will provide information and support data, and work with the Manpower Council staff in securing the funding.

It was suggested that the WOIS staff send a membership list of the Manpower Council to the Board members.

e. It was decided to table the distribution center contract at this point and bring it back for action at the June meeting based on input for suggested possible changes coming in from the Board members in the next two weeks.

f. Dick Greiner introduced Lyle Hunter from the UW-Whitewater to answer questions the Board might have regarding the UW-Whitewater ability to function as a distribution center. It was moved by Dick Johnston and seconded by Tom Diener that the request from the UW-Whitewater to serve as a WOIS distribution center be approved. The motion was approved.

It was moved by Tom Diener and seconded by John Storlie to accept the request from the UW Eau Claire to serve as a WOIS closed distribution center. The motion was approved.

The meeting was adjourned at about 3:15 p. m.

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Minutes of Board of Directors Meeting

June 22, 1976

Wisconsin Center - Room 138

Board Members Present:	Jim Jackson, Vicki Holten for Kathy McElroy, Tom Diener for Robert Van Raalte, John Storlie, Paul Neman, Loran Celley, Doug Lamont, Carl Roehrdanz, Donald McTaggert, Al Thurner, Chuck Hackner for Steve Born, Ron Geraghty
WOIS Staff Present:	Roger Lambert, John Richert, David Miller, David Caulum, Robert DeMuth, Ann Ehrenreich, Linda Rees
Guests Present:	John Clyde, David Feinstein, Donald Jacobson, Donald Mrdjenovich, Roger Lowney

1. The meeting was called to order at 9:45 a.m.

2. Roll call was taken.

3. The agenda was adopted and the minutes of the previous meeting were approved with one correction: page 3, number 6b, line 3 the word "primary" should replace the word "preliminary".

4. Jim Jackson extended a thank you to Carl Roehrdanz, Paul Neman and John David, whose terms have expired on the Board.

5. The three new Board members were introduced. They are Donald Mrdjenovich from Watertown, Donald Jacobson from Holman and Roger Lowney from Merrill.

6. David Caulum reported on the User Guide and Instructional Manual. After the User Guide was tested in two Madison schools, some difficulties were discovered; consequently, it is now being revised and should be ready to go to the printers in July. The Instructional Manual should also be ready for the printers sometime during the first part of July.

   A worksheet is also being developed in conjunction with the User Guide which should be less expensive than providing a great number of Guides to every student using the system. The projected cost for the User Guide is now $1.50 so a short form version would be less costly.

It was reported that since the last Board meeting a number of presentations have been made in various schools and also a major presentation was made at the Administrative Leadership Conference in Madison.

Suggestions were welcomed concerning the application procedures for becoming a Distribution Center and a brief explanation was given concerning the procedures.

The Distribution Center Manual is in the process of being written. Its purpose is to provide information for potential users of the system to give them an idea of the costs of distribution centers. David Caulum introduced John Clyde who is the User Services Manager in Eugene, Oregon. He is serving as a consultant to WOIS for the project.

7. David Miller explained that 100 occupations have been entered into the computer for the State Occupational File. Information has been developed on an additional 85 occupations. Telephone contacts are presently being made for the Human Resources File trying to identify people to serve as human resource persons. This is the second contact that has been made. The Financial Aids File is being developed by Carl Grady who is now validating information by the Financial Aids Specialist. The Financial Aids File will take the form of a narrative description of ways to acquire financial aids. A handout was distributed on the Education and Training File which represented the complete computer printout for one institution. There are 165 schools which will make up the file. Of that number, 25 schools have been entered into the computer with information having been developed on an additional 90 schools. Loran Celley suggested that the figure "1" be added before the toll free numbers for ICED and HELP.

8. Roger Lambert reported on the last visit from Kathy Naughton who is our program officer. The second year funding was a major topic at their last meeting as there was some need to modify the second year scope of work. A third year budget was developed in detail and presented to Ms. Naughton which she approved. In addition, some time was spent looking over occupational descriptions entered into the files and suggestions were offered for improvement in this area. Possibilities of having an on-site evaluation were discussed. Plans for this will be made during a future board meeting.

   WOIS will host a conference for the eight states on July 7 and 8 to work together on an Evaluation Plan at the Edgewater. It will be run mostly by the Department of Labor and WOIS staff.

9. Jim Jackson explained the need for the establishment of the Committee on Finance and Fees. The Committee will have a dual responsibility for reviewing the budget process and for the establishment of a fee charging process. He recommended that Ellen Meister be the Chairman of the Committee and nominated Dick Johnston, Doug Lamont, Don Mrdjenovich and

Roger Lowney to serve on the Committee. It was recommended that the Committee try to develop alternatives for possible discussion at the next board meeting in August as a fee schedule will be needed for voting on by September if school systems are to have the opportunity to provide their boards with cost figures.

10. John Clyde from Eugene, Oregon, explained how Oregon arranged their fee schedule. He explained that the cost was divided into two categories: service fee and delivery cost. Service fees include updating the system, user materials, and in-service training. At the present time, Oregon is charging $1.45 per user for this type of service fee in terms of dealing with materials, updating, and management of the system, etc. The group price is substantially lower provided that schools get together. This rate is $.58 per user after a certain number. Delivery cost includes computer and needle sort costs. Computer charges include time, terminal and telephone charges. Needle sort is a manual delivery system popular with rural areas. The cost is much less than for computer delivery. The cost for needle sort is approximately $50/year and is updated twice yearly. Total cost varies from $2.50 per user for computer delivery to $.90 per user for needle sort delivery.

11. Roger Lambert reported on State agency funding and explained that the final budget is decided upon by the funding agencies as to what dollar amounts will be approved. It is expected that approval will be received of the NOIS portion of the funding which is $299,644. The Manpower Council approved the 3-month interim budget for $18,750 which was their portion of the matching money. The Committee approved the State Board share of the matching money for next year which was $25,000 for twelve months operation. Letters have not gone out on this; however, we do have the funds which the Board requested at the last meeting and it is now a matter of getting the paperwork through so subcontracts can be issued to DPI and to DILHR before July 13, 1976.

    The final draft of the contract for Distribution Centers was presented to the Board members. Comments and suggestions were encouraged. John Storlie suggested that on page 2, item 4E the word "agreeable" could be a problem for school districts.

12. Nominations for the election of officers took place. Donald McTaggert moved that current officers for chairman and vice chairman continue to serve for the next year; it was seconded by Tom Diener and approved by the Board.

13. It was moved by Tom Diener, seconded by John Storlie and approved by the Board to accept the WOIS contract.

14. It was moved by John Storlie and seconded by Donald McTaggert to approve the procedure for establishing regional distribution centers. The motion was approved.

15. The next two board meetings were set for August 17, 1976 and September 21, 1976.

16. A WOIS Board of Directors Survey was passed out.

17. There are two job openings at WOIS: John Richert's position will be filled along with a user services position. Any recommendations and suggestions will be considered.

18. Soft cover binders will be sent out to members to hold the first year's board meetings and notes so that the red book can be used for next year's business.

19. Carl Roehrdanz suggested that ex board members be put on the mailing list for minutes and announcements. He also suggested that a representative from CESA be included in the board makeup in the coming years.

20. Jim Jackson extended a thank you to John Richert for his services this past year.

21. The meeting adjourned at 11:25 a.m.

Appendix II-A

250 WISCONSIN OCCUPATIONS

JOB ID #	OCCUPATION	INDUSTRY	DOT CODE	WISC CLUSTER
1.	Farmer, General	(agric.)	421.181	A&C
2.	Farm Hand, General	(agric.)	421.883	A&C
3.	Butcher	(slaught. & meat pack.)	316.884	A&C
4.	Farm Equipment Mechanic	(agric.)	624.281	A&C
5.	Cheesemaker	(dairy prod.)	529.381	A&C
6.	Logger	(logging)	940.884	A&C
7.	Nursery Worker	(agric.)	406.887	A&C
8.	Forestry Technician	(gov. ser.)	441.384	A&C
9.	Accountant	(profess. & kin.)	160.188	B&O
*10.	Computer Programming	(profess. & kin.)	020.188	B&O
11.	Library Assistant	(library)	249.368	B&O
12.	Secretary	(clerical)	201.368	B&O
13.	Stenographer/Typist	(clerical)	202.388	B&O
*14.	Hydrologist	(profess. & kin.)	024.081	Prof.
15.	Key Punch Operator	(clerical)	213.582	B&O
16.	Computer-Peripheral Equipment Operator	(clerical)	213.382	B&O
*17.	Knitting Machine Fixer	(hosiery; knit goods)	689.280	T&I
18.	Bookkeeper	(clerical)	210.388	B&O
19.	Bank Teller	(banking)	211.468	B&O
20.	Cashier	(clerical)	211.368	B&O
21.	Shipping and Receiving Clerk	(clerical)	222.387	B&O
22.	Stock Clerk and Storekeeper	(clerical)	223.387	B&O
23.	Receptionist	(clerical)	237.368	B&O
24.	Legal Secretary	(clerical)	201.368	B&O
*25.	Production Clerk	(clerical)	221.388	B&O
26.	Claim Adjuster	(insurance)	241.168	B&O
27.	Statistical Clerk	(clerical)	219.388	B&O
28.	File Clerk	(clerical)	206.388	B&O
*29.	Nailing Machine Operator	(any ind.)	669.782	T&I
*30.	Mold Setter	(fabric. plastic prod.; phonograph)	556.780	T&I
*31.	Extruder Operator, Plastics	(fabric. plastic prod.; plastics mat.)	557.782	T&I
*32.	Sanitary Engineer	(profess. & kin.)	005.081	Prof.
33.	Manufacturer's Representative	(whole tr.)	289.158	B&O
34.	Court Reporter	(clerical)	202.388	B&O
35.	Registered Nurse	(medical ser.)	075.378	Health

36.	Licensed Practical Nurse	(medical ser.)	079.378	Health
37.	Radiologic Technologist	(medical ser.)	078.368	Health
38.	Medical Lab Technologist	(medical ser.)	078.281	Health
39.	Dental Hygienist	(medical ser.)	078.368	Health
40.	Medical Secretary	(clerical)	201.368	Health
41.	Food Manufacturing Technician	(any ind.)	029.381	Health
42.	Occupational Therapy Assistant	(medical ser.)	079.368	Health
*43.	Custom Sewer	(any ind.)	785.381	Home Ec.
44.	Sewing Machine Operator (Regular Equipment)	(any ind.)	787.782	Home Ec.
*45.	Short Order Cook	(hotel & rest.)	314.381	Home Ec.
46,	Cook, Hotel and Restaurant	(hotel & rest.)	313.381	Home Ec.
47.	Cook, Institution	(any ind.)	315.381	Home Ec.
48.	Child Care Assistant	(gov. ser.)	359.878	Home Ec.
49.	Interior Designer and Decorator	(profess. & kin.)	142.051	Home Ec.
50.	Photographer	(profess. & kin.)	143.062	M&D
51.	Purchasing Agent	(any ind.)	162.158	M&D
52.	Manager, Trainee	(any ind.)	189.168	M&D
53.	Sales Clerk	(ret. tr.)	290.478	M&D
*54.	Delivery Driver	(any ind.)	292.168	M&D
55.	Buyer	(ret. tr.; whole tr.)	162.158	M&D
56.	Sales Agent, Insurance	(insurance)	250.258	M&D
57.	Sales Agent, Real Estate	(real estate)	250.358	M&D
58.	Sales Agent, Automobile	(ret. tr.)	280.358	M&D
59.	Sales Agent, Office Machines	(ret. tr.; whole tr.)	281.358	M&D
60.	Cashier/Checker	(ret. tr.)	299.468	M&D
61.	Watchmaker (and Repairer)	(any ind.)	715.281	M&D
62.	Jeweler	(jewelry)	700.281	M&D
63.	Automobile Service Station Attendant	(auto ser.)	915.867	M&D
64.	Photo Technician	(any ind.)	976.381	M&D
65.	Salesperson, Retail Clothing	(ret. tr.)	263.458	M&D
66.	Photographer, Lithographic	(print. & publishing)	972.382	M&D
67.	Automobile Parts Counterperson	(whole. tr.)	289.358	M&D
*68.	Barber	(per. ser.)	330.371	M&D
69.	Cosmetologist	(per. ser.)	332.271	M&D
*70.	Waiter/Waitress	(hotel & restaurant)	311.878	P&P
71.	Police Officer	(gov. ser.)	375.268	P&P
72.	Firefighter	(any ind.)	373.884	P&P
73.	Telephone Operator	(clerical)	235.862	P&P
74.	Mail Carrier	(gov. ser.)	233.388	P&P
75.	Airplane Pilot, Commercial	(air trans.)	196.283	P&P

76. Taxi Driver	(motor trans.)	913.463	P&P
77. Bus Driver	(motor trans.)	913.463	P&P
78. Guard	(any ind.)	372.868	P&P
79. Bartender	(hotel & restaurant)	312.878	P&P
80. Mechanical Engineer Technician	(profess. & kin.)	007.181	T&I
81. Electrical/Electronic Technician	(profess. & kin.)	003.181	T&I
82. Mechanical Drafter	(profess. & kin.)	007.281	T&I
83. Industrial Engineer Technician	(profess. & kin.)	012.288	T&I
84. Chemical Lab Technician	(profess. & kin.)	022.281	T&I
85. Tool Programmer	(any ind.)	007.187	T&I
86. Assembler, Small Parts	(any ind.)	706.884	T&I
*87. Food Technologist	(any ind.)	041.081	Health
88. Operating Engineer	(const.)	859.883	T&I
89. Tool and Die Makers	(mach. shop)	601.280	T&I
90. Machinist	(mach. shop)	600.280	T&I
91. Millwright	(any ind.)	638.281	T&I
92. Patternmaker, Metal	(found.)	600.280	T&I
*93. Engraver	(print. & publishing)	979.781	T&I
94. Cabinetmaker	(woodworking	660.280	T&I
*95. Irrigator, Sprinkler System	(water quality control)	422.887	T&I
96. Sign Painter	(any ind.)	970.381	T&I
97. Coremaker	(found.)	518.381	T&I
98. Molder	(found.)	518.381	T&I
*99. Power Plant Operator	(any ind.)	804.281	T&I
100. Sheet Metal Worker	(any ind.)	804.281	T&I
101. Bricklayer	(const.)	861.381	T&I
102. Cement Mason	(const.)	884.884	T&I
103. Carpenter	(const.)	860.381	T&I
104. Electrician	(any ind.)	824.281	T&I
105. Plumber	(const.)	862.381	T&I
106. Glazier	(const.)	865.781	T&I
107. Ornamental Iron Worker	(const.)	809.381	T&I
108. Automobile Mechanic	(auto scr.)	620.281	T&I
109. Diesel Mechanic	(any ind.)	625.281	T&I
*110. Automobile Body Repairer	(auto ser.)	807.381	T&I
*111. Maintenance Mechanic	(any ind.)	638.281	T&I
*112. Light Hand Riveter	(any ind.)	709.884	T&I
*113. Electrical Repairer	(any ind.)	829.281	T&I
*114. Television and Radio Repairer	(any ind.)	720.281	T&I
*115. Electrical Appliance Servicer	(any ind.)	827.281	T&I
116. Refrigeration Mechanic	(any ind.)	637.281	T&I
*117. Office Machine Servicer	(any ind.)	633.281	T&I

118.	Machine Set-Up Operator	(mach. shop)	600.380	T&I
119.	Turret-Lathe Set-Up Operator	(mach. shop)	604.380	T&I
120.	Woodworking Machine Operator	(woodworking)	669.782	T&I
*121.	Punch Press Set-Up Operator	(any ind.)	615.782	T&I
*122.	Extruder Operator, Forging	(forging)	557.782	T&I
123.	Photoengraver	(print. & publishing)	971.381	T&I
124.	Production Machine Operator	(mach. shop)	609.885	T&I
*125.	Punch Press Operator	(any ind.)	617.885	T&I
126.	Truck Driver	(any ind.)	904.883	T&I
*127.	Brake Coupler, Road Freight	(r.r. trans.)	910.884	T&I
128.	Switch Tender	(r.r. trans.)	910.887	T&I
129.	Locomotive Engineer	(r.r. trans.)	910.383	T&I
130.	Electric Bridge or Gantry Crane Operator	(any ind.)	921.883	T&I
131.	Truck Crane Operator	(any ind.)	921.883	T&I
132.	Bulldozer Operator	(any ind.)	850.883	T&I
133.	Scraper Operator	(const.)	850.883	T&I
*134.	Industrial Truck Operator	(any ind.)	922.883	T&I
*135.	Lay-out Worker	(any ind.)	600.381	T&I
136.	Water Treatment Plant Operator	(waterworks)	954.782	T&I
137.	Sewage Plant Operator	(sanitary ser.)	955.782	T&I
*138.	Save-all Operator	(water quality control)	533.885	T&I
*139.	Drop Hammer Operator	(forging)	510.782	T&I
*140.	Fitter, Structural Metal	(any ind.)	801.281	T&I
141.	Welder, Combination	(welding)	812.884	T&I
*142	Electrical Line Maintainer	(const; light, heat & power)	821.381	T&I
143.	Riveter, Hydraulic	(any ind.)	800.782	T&I
144.	Boilermaker	(boilermaking)	805.281	T&I
145.	Spray Painter	(any ind.)	741.884	T&I
*146.	Buffer	(any ind.)	705.884	T&I
147.	Filer, Hand	(mach. shop)	705.884	T&I
148.	Painter	(const.)	840.781	T&I
149.	Asphalt Paving Machine Operator	(const.)	853.883	T&I
150.	Roofer	(const.)	866.381	T&I
151.	Structural Steel Worker	(const.)	801.781	T&I
*152.	Gasoline Engine Repairer (small)	(any ind.)	625.281	T&I
153.	Construction Equipment Mechanic (heavyweight)	(const.)	620.281	T&I
*154.	Communications Line Maintainer	(radio & TV broad; tel. & tel.)	822.381	T&I
155.	Air Conditioning Mechanic	(any ind.)	637.281	T&I
156.	Locksmith	(any ind.)	709.281	T&I
*157.	Elevator Repairer	(any ind.)	829.281	T&I
*158.	Brake Set-Up Operator	(any ind.)	617.380	T&I
159.	Press Operator, Heavy Duty	(any ind.)	617.280	T&I
160.	Drill Press Set-Up Operator, Multiple Spindle	(mach. shop)	606.380	T&I

161.	Grinder Operator, Tool	(mach. shop)	603.280	T&I
162.	Milling Machine Set-Up Operator	(mach. shop)	605.380	T&I
163.	Compositor	(print. & publishing)	973.381	T&I
164.	Folding Machine Set-Up Person	(print. & publishing)	653.780	T&I
165.	Packaging Machine Adjuster	(any ind.)	920.380	T&I
*166.	Filling Line Mechanic	(any ind.)	920.380	T&I
*167.	Roll Operator	(any ind.)	619.782	T&I
168.	Drill Press Operator, Production	(mach. shop)	606.782	T&I
169.	Anodizer	(any ind.)	501.782	T&I
*170.	Folding Machine Operator	(print. & publishing)	653.782	T&I
*171.	Freezer Operator	(dairy prod.)	529.782	T&I
172.	Forming Roll Operator	(any ind.)	617.782	T&I
173.	Boring Machine Operator	(mach. shop	606.782	T&I
174.	Planer Set-Up Operator, Tool	(mach. shop)	605.782	T&I
*175.	Shear Press Set-Up Operator	(any ind.)	615.782	T&I
176.	Tape Control Machine Operator	(mach. shop)	609.782	T&I
177.	Lapping Machine Set-Up Operator	(mach. shop)	603.782	T&I
178.	Honing Machine Set-Up Operator	(mach. shop)	603.782	T&I
*179.	Welding Machine Operator, Arc	(welding)	810.782	T&I
180.	Welding Machine Operator, Gas	(welding)	811.782	T&I
*181.	Injection Molding Machine Tender	(fabric. plastic prod; phonograph)	556.885	T&I
*182.	Card Tender	(asbestos prod.; textile)	680.885	T&I
183.	Furnace Operator	(found.; iron & steel)	512.782	T&I
184.	Router Operator	(woodworking)	665.782	T&I
*185.	Foundry, General Worker	(foundry)	519.887	T&I
*186.	Offset Press Operator	(print. & publishing)	651.782	T&I
187.	Web Press Operator	(print. & publishing)	651.782	T&I
*188.	Cylinder Press Operator	(print. & publishing)	651.782	T&I
*189.	Brake Tender	(any ind.)	619.885	T&I
190.	Boring Machine Tender	(mach. shop)	606.885	T&I
191.	Grinder Operator, Production	(mach. shop)	603.885	T&I
192.	Lathe Operator, Production	(mach. shop)	604.885	T&I
193.	Milling Machine Operator	(mach. shop)	605.885	T&I
*194.	Sewer Pipe Cleaner	(bus. ser.)	899.884	T&I
*195.	Shear Press Tender	(any ind.)	615.885	T&I
196.	Forging Press Operator	(forging)	611.885	T&I
197.	Plater, Production	(electroplating)	500.884	T&I
198.	Furnace Tender	(found.; nonfer. metal alloys)	512.885	T&I
*199.	Knitting Machine Operator	(knit goods)	782.782	T&I
200.	Folding Machine Operator	(paper goods)	649.885	T&I
201.	Packager, Machine	(any ind.)	920.885	T&I
202.	Mixing Machine Operator	(any ind.)	550.885	T&I
203.	Washing Machine Operator	(any ind.)	599.885	T&I
*204.	Machine Cutter	(any ind.)	699.885	T&I
205.	Slicing Machine Operator	(slaught. and meat pack.)	521.885	T&I

206.	Compression Molding Machine Tender	(fabric. plastic prod.)	556.885	T&I
207.	Architect	(profess. & kin.)	001.081	Prof.
208.	Electrical/Electronic Engineer	(profess. & kin.)	003.081	Prof.
*209.	Public Relations Pracitioner	(profess. & kin.)	165.068	Prof.
*210.	Veterinary Lab Technologist	(medical ser.)	073.381	Health
211.	Mechanical Engineer	(profess. & kin.)	007.081	Prof.
212.	Horticulturist	(profess. & kin.)	040.081	Prof.
213.	Industrial Engineer	(profess. & kin.)	012.188	Prof.
214.	Agricultural Engineer	(profess. & kin.)	013.081	Prof.
*215.	Soil Conservationist	(profess. & kin.)	040.081	Prof.
216.	Actuary	(profess. & kin.)	020.188	Prof.
217.	Systems Analyst	(profess. & kin.)	012.168	Prof.
218.	Chemist	(profess. & kin.)	022.081	Prof.
*219.	Evaporator Operator	(paper & pulp)	532.885	T&I
220.	Underwriter	(insurance)	169.188	Prof.
221.	Chemical Engineer	(profess. & kin.)	008.081	Prof.
222.	Animal Scientist	(profess. & kin.)	040.081	Prof.
223.	Microbiologist	(profess. & kin.)	041.081	Prof.
224.	Psychologist	(profess. & kin.)	045.088	Prof.
225.	Counselor	(profess. & kin.)	045.108	Prof.
226.	Caseworker	(profess. & kin.)	195.108	Prof.
227.	Physician (G.P.)	(medical ser.)	070.108	Prof.
228.	Dentist	(medical ser.)	072.108	Prof.
229.	Veterinarian	(medical ser.)	073.108	Prof.
230.	Pharmacist	(profess. & kin.)	074.181	Prof.
231.	Dietitian	(profess. & kin.)	077.168	Prof.
232.	Kindergarten Teacher	(education)	092.228	Prof.
233.	Secondary School Teacher	(education)	091.228	Prof.
234.	Librarian	(library)	100.168	Prof.
235.	Lawyer	(profess. & kin.)	100.108	Prof.
*236.	Elementary School Teacher	(education)	092.228	Prof.
*237.	Reporter	(print & publishing)	132.268	Prof.
238.	Artist, Commercial	(profess. & kin.)	141.281	Prof.
239.	Personnel Management	(profess. & kin.)	166.118	Prof.
240.	Optometrist	(profess. & kin.)	079.108	Prof.
241.	Urban Planner	(profess. & kin.)	199.168	Prof.
242.	Industrial Designer	(profess. & kin.)	142.081	Prof.
243.	Civil Engineer	(profess. & kin.)	005.081	Prof.
244.	Forester	(profess. & kin.)	040.081	Prof.
245.	Surveyor	(profess. & kin.)	018.188	Prof.
246.	Air Traffic Control Specialist, Tower	(gov. ser.)	193.168	Prof.
247.	Physical Therapist	(medical ser.)	079.378	Prof.
248.	Occupational Therapist	(medical ser.)	079.128	Prof.
249.	Announcer	(radio & TV broadcasting)	159.148	Prof.
250.	Laboratory Equipment Cleaner	(any ind.)	381.887	T&I

Job Development Schedule

1. Title and DOT Code: Food Technician 029.381
   Job I.D. No. 41

   1a. Working Titles: Laboratory Tester II
   Quality Control Tester
   Quality Assurance Technicians
   Laboratory Analyst

2. Occupational Description

Food technicians help to improve and create food products. They work under the direction of food technologists. Much of the routine lab work involved in the testing of new ideas and products is done by the technicians. They separate and weigh food ingredients. Often they do a chemical analysis of the ingredients. The technicians also test for bacteria forms of contamination in food samples taken from the production line. Samples of food are also tested for flavor, color and texture.

Food technicians may work with farmers to help insure a steady flow of products from farm to plant. In plants, they inspect raw materials for freshness. They may supervise cooking or packaging operations and direct cleaning crews. The average starting salary for food technicians in Wisconsin is $8,000 a year.

The national job outlook through 1979 appears favorable. In Wisconsin, census projected 440 job openings for food technicians from 1970 to 1980. At this time there is little demand for qualified food technicians. From now until 1980 this situation is not expected to change.

3. Working Conditions

Food technicians generally work in modern, well-equipped and well-lighted laboratories. They are usually provided with a white lab coat to protect their clothing. Health hazards do exist from handling potentially dangerous chemicals. However, when safety regulations are followed, hazards are negligible.

The work is sometimes seasonal, especially in industries such as vegetable canning factories. Employers often hire extra technicians during peak processing seasons. This is a good, part-time job opportunity. The hours can vary from 35 to 60 per week, depending on the type of industry and the food product processed.

Fringe benefits vary with the place of employment. They usually include vacation and sick leave. Employers also often provide some health and life insurance and retirement plans.

4. Special Tools, Equipment, Work Aids

Food technicians use incubators, color comparison charts, microscopes, test tubes and balance scales. They also work with chemicals and chemical test report forms.

5. Worker Traits Requirements

5a. Abilities - People in the occupation normally have abilities in the following areas:

V-221 Verbal:

Ability to understand meanings of words and ideas associated with them and to use them effectively.

N-222 Numerical:

Ability to perform arithmetic operations quickly and accurately.

P-224 Form Perception:

Ability to perceive pertinent detail in objects or in pictorial or graphic material.

F-227 Finger Dexterity:

Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.

5b. Activities - People in the occupation normally engage in the following activities:

1a-200 Activities in which one works mainly with things and objects.

2b-203 Activities in which one works with scientific and technical materials.

4b-207 Activities in which one works mainly with equipment or machines and does not have much contact with others.

6. Education and Training Requirements

6a. High School/College Training: High School: 4 years

A high school degree or its equivalent is needed for entry into this field. High school subjects useful for this occupation or possible vocational training in it are English, chemistry, math and biology.

6b. Vocational-Technical Training: 18 months

The Moraine Park Technical Institute, Fond du Lac, Wisconsin, offers an 18-month program in this field. Graduates of the program receive an associate degree in food manufacturing processes. Refer to Career Education Directory, occupational area AG-15.

6c. Military Titles

Titles related to a food technician's background are listed but do not relate specifically to this job. These include the following:

Army: Food Inspection Specialist
Air Force: Veterinary Specialist
Marines: Veterinary Technician, Veterinary Chief
Coast Guard: Hospital Corpsman, Subsistence Specialist

6d. On-Job Training

Most employers combine on-the-job training with classroom instruction at a vocational school.

6e. Previous Experience: None

6f. Cross References to Other Files

There is no single vocational training program for food technicians. Employers often recruit from the following related program areas in the State Education and Training File:

40 Food Manufacturing, Canning and Freezing
41 Food Manufacturing

Refer to no. in the Human Resources file for a list of persons who have agreed to serve as contact persons and will provide additional information about this occupation.

7. Method of Entry

The most common requirement is a high school diploma. Vocational training is important for advancement opportunities. Some employers tend to promote from within. This means that persons taking a job with a food processing employer can compete for food technician openings as they occur.

Employers generally advertise openings in newspapers or with the State Job Service. Some recruit food technicians at the Moraine Park Technical Institute.

8. Advancement Opportunities

A variety of advancement opportunities are available for food technicians. Advancements are the result of job experience and/or additional training. The career path below is possible for this occupation.

Food Processing Trainee Food Processing Inspector Trainee		Food Inspection Technician		Food Inspection Supervisor
$3.00 - $4.00/ hour	→	$900/ month	→	$12,000+

9. Transfer Opportunities

No information is available on transfer opportunities.

10. Employment Opportunites

10a. National Job Outlook

The national outlook for food technicians through 1979 appears favorable due to the demand for more convenience foods and the need for these products by food institutions. About 4,500 persons worked as food technicians in 1972.

10b. Wisconsin Job Outlook

The job outlook in Wisconsin does not compare favorably with the national picture. At this time there is very little demand for qualified food technicians. From now until 1980 this situation is not expected to change.

In Wisconsin from 1970 to 1980, census projected 440 job openings, 230 due to growth and 210 due to replacement of food technicians who die, retire or move from the state.

The following table describes the employment picture for each region in the state:

1970 Employment 750	1980 Employment* 980					
	R.1	R.2	R.3-4	R.5-6	R.7	R.8
10 Yr. Job Opportunities (1970 - 1980)	118	205	67	38	6	6
Current State Employment	P	P	P	P	LO	LO
Long Range Employment Outlook	C	C	C	C	C	C

*The difference between 1970 and 1980 employment figures is the number of new jobs projected; the ten-year job openings (1970-1980) include both new jobs and those created by replacement needs.

10c. Major Employing Industries

The majority of food technicians in Wisconsin are employed by canning, cheesemaking and ice cream industries. Others work for the department of agriculuture and the food and drug administration.

OCCUPATIONAL FILE PRINTOUTS

9
ACCOUNTANT
DOT # 160.188

OCCUPATION DESCRIPTION:
ACCOUNTANTS MAINTAIN THE FINANCIAL RECORDS OF BUSINESSES, GOVERNMENT AGENCIES, CORPORATIONS AND PRIVATE CITIZENS. THEY RECORD EXPENSES AND PAYMENTS AND KEEP RECORDS OF PURCHASES AND SALES. THEIR TASK IS TO ACCOUNT FOR THE WAYS MONEY IS BEING MADE AND SPENT.

ACCOUNTANTS WORK IN THREE MAJOR FIELDS: PUBLIC, MANAGEMENT AND GOVERNMENT. PUBLIC ACCOUNTANTS WORK FOR ACCOUNTING FIRMS OR ARE SELF-EMPLOYED, SUCH AS TAX ACCOUNTANTS. MANAGEMENT OR PRIVATE ACCOUNTANTS HANDLE THE FINANCIAL RECORDS OF COMPANIES, BUSINESSES OR CORPORATIONS. THEY OFTEN SPECIALIZE IN TAXES, BUDGETING OR INVESTMENTS. GOVERNMENT ACCOUNTANTS EXAMINE RECORDS OF GOVERNMENT AGENCIES AND INSPECT THE FINANCIAL RECORDS OF BUSINESSES AND INDIVIDUALS DEALING WITH THE GOVERNMENT OR SUBJECT TO GOVERNMENT REGULATION. MANY ARE EMPLOYED AS INTERNAL REVENUE AGENTS OR BANK EXAMINERS.

THE AVERAGE STARTING SALARY FOR ACCOUNTANTS IS $12,000 PER YEAR. THE NATIONAL JOB OUTLOOK THROUGH 1979 IS VERY GOOD. BUSINESS GROWTH AND INCREASING NEEDS FOR ACCOUNTING INFORMATION ARE CREATING MANY NEW JOBS. IN WISCONSIN, CENSUS PROJECTED 9,780 JOB OPENINGS FOR ACCOUNTANTS FROM 1970 TO 1980. AT THIS TIME, THE JOB OUTLOOK FOR WISCONSIN IS GOOD. FROM NOW UNTIL 1980 THIS SITUATION IS NOT EXPECTED TO CHANGE.

OTHER NAMES FOR THIS OCCUPATION:
MACHINE PROCESSES ACCOUNTANT
AUDITOR

34
COURT REPORTER
DOT # 202.388

OCCUPATION DESCRIPTION:
COURT REPORTERS RECORD ALL THE PROCEEDINGS IN A COURT OR HEARING ROOM. IT IS THEIR JOB TO RECORD TESTIMONIES AND QUESTIONS AND ANSWERS. THEY MUST HAVE AN ACCURATE ACCOUNT OF ALL THAT HAPPENS. THIS INCLUDES THE JUDGE'S OPINIONS, CHARGES TO JURIES AND SENTENCES GIVEN. AT THE JUDGE'S REQUEST ANY TIME DURING A TRIAL, REPORTERS MAY BE ASKED TO READ PORTIONS OF THE TRANSCRIPT.

COURT REPORTERS ALSO TRANSCRIBE RECORDED MATERIAL. THIS MEANS THAT THEY MUST MAKE A TYPEWRITTEN COPY OF THEIR NOTES OF THE PROCEEDINGS. THE TRANSCRIPT IS THE OFFICIAL RECORD OF THE PROCEEDINGS. THUS, ACCURACY IS EXTREMELY IMPORTANT.

THE AVERAGE STARTING SALARY FOR COURT REPORTERS IN WISCONSIN IS $10,500 PER YEAR. THE NATIONAL JOB OUTLOOK THROUGH 1979 APPEARS TO BE GOOD. FOR WISCONSIN, CENSUS PROJECTED 287 JOB OPENINGS FOR COURT REPORTERS FROM 1970 TO 1980. AT THIS TIME, THERE ARE ENOUGH JOBS AVAILABLE IF COURT REPORTERS ARE WILLING TO MOVE TO THE JOB SITES. FROM NOW UNTIL 1980 THIS SITUATION IS NOT EXPECTED TO CHANGE.

OTHER NAMES FOR THIS OCCUPATION:
HEARING REPORTER
LEGISLATIVE REPORTER
GENERAL OR FREE LANCE REPORTER
LAW REPORTER

56
INSURANCE SALES AGENT
DOT # 250.258

OCCUPATION DESCRIPTION:
INSURANCE SALES AGENTS SELL POLICIES THAT PROTECT PERSONS AGAINST UNEXPECTED EXPENSES AND POSSIBLE LOSSES. POLICIES MAY PROTECT AGAINST HOSPITAL COSTS, THEFT, FIRE AND LAWSUITS. THEY MAY ALSO PROVIDE FUNDS FOR RETIREMENT OR CHILDREN'S EDUCATION. AGENTS USUALLY SELL ONE OR MORE OF THE THREE BASIC TYPES OF INSURANCE. THESE ARE LIFE, PROPERTY/LIABILITY AND HEALTH.

AGENTS PLAN POLICIES TO MEET A FAMILY'S SPECIAL NEEDS. MUCH TIME IS SPENT DISCUSSING THE POLICY WITH THE CUSTOMER. AGENTS MUST ALSO SPEND TIME PREPARING THE POLICY, KEEPING RECORDS AND CONTACTING PROSPECTIVE CLIENTS. WHEN PAYMENTS ARE MADE, AGENTS HELP WITH THE SETTLEMENT. SOME AGENTS WORK FOR ONE COMPANY. OTHERS MAY REPRESENT A NUMBER OF COMPANIES.

THE AVERAGE STARTING SALARY FOR INSURANCE AGENTS IN WISCONSIN IS $8,000 PER YEAR. THE NATIONAL JOB OUTLOOK THROUGH 1979 APPEARS GOOD. FOR WISCONSIN, CENSUS PROJECTED 4,642 JOB OPENINGS FOR INSURANCE AGENTS FOR 1970 TO 1980. AT THIS TIME, THERE ARE ENOUGH JOBS FOR INSURANCE AGENTS QUALIFIED TO FILL THEM. FROM NOW UNTIL 1980 THIS SITUATION IS NOT EXPECTED TO CHANGE.

OTHER NAMES FOR THIS OCCUPATION:
INSURANCE AGENT

114
TELEVISION AND RADIO REPAIRER
DOT # 720.281

OCCUPATION DESCRIPTION:
TELEVISION AND RADIO REPAIRERS WORK ON A VARIETY OF ELECTRONIC PRODUCTS. THE MOST COMMON OF THESE ARE RADIOS AND TELEVISONS. THEY

ALSO REPAIR STEREO COMPONENTS, TAPE RECORDERS AND INTERCOM SYSTEMS. REPAIRERS CHECK FOR FAULTY TUBES OR TRANSISTORS, POOR CONNECTIONS OR BURNED PARTS. THEY TUNE THE RECEIVER IN ON ALL CHANNELS TO OBSERVE AUDIO AND VIDEO CHARACTERISTICS. THEY USE TEST EQUIPMENT TO CHECK CIRCUITS.

AFTER THE CAUSE OF TROUBLE IS FOUND, REPAIRERS REPLACE FAULTY PARTS AND MAKE THE NECESSARY ADJUSTMENTS. CONTROLS ARE ADJUSTED TO THE DESIRED DENSITY, FOCUS, SOUND OR SIZE OF PICTURE. REPAIRERS WHO MAKE CUSTOMER SERVICE CALLS CARRY TUBES, MODULES AND OTHER PARTS THAT CAN BE EASILY REPLACED IN THE CUSTOMER'S HOME. THE AVERAGE STARTING SALARY FOR INEXPERIENCED TELEVISION AND RADIO REPAIRERS IN WISCONSIN IS $3.25 PER HOUR.

THE NATIONAL JOB OUTLOOK THROUGH 1979 APPEARS TO BE GOOD. FOR WISCONSIN, CENSUS PROJECTED 650 JOB OPENINGS FOR TELEVISION AND RADIO REPAIRERS FROM 1970 TO 1980. AT THIS TIME, THERE ARE ENOUGH JOBS IF QUALIFIED PEOPLE ARE WILLING TO MOVE TO THE JOB SITES. FROM NOW UNTIL 1980, THIS SITUATION IS NOT EXPECTED TO CHANGE.

OTHER NAMES FOR THIS OCCUPATION:
T.V. AND RADIO REPAIRER

Appendix II-D

EDUCATION AND TRAINING PRINTOUTS

38
WI. INDIANHEAD VTAE DISTRICT
VOCATIONAL-TECHNICAL SCHOOL
SHELL LAKE, WI 54871
715-468-2815
REGION 8: WASHBURN COUNTY
CAMPUSES IN: ASHLAND, NEW RICHMOND, RICE LAKE, SUPERIOR

GENERAL DESCRIPTION:
WISCONSIN INDIANHEAD VTAE DISTRICT IS ONE OF 16 SIMILAR DISTRICT IN WISCONSIN. THESE DISTRICTS PROVIDE OCCUPATIONAL TRAINING TO WISCONSIN RESIDENTS. PROGRAMS ARE DESIGNED TO LEAD TO A SPECIFIC VOCATION. PROGRAM LENGTH MAY VARY FROM SEVERAL MONTHS TO 2 YEARS. UPON COMPLETION, EITHER AN ASSOCIATE DEGREE, A DIPLOMA OR A CERTIFICATE IS AWARDED. IN ADDITION TO THESE PROGRAMS, THERE ARE EXTENSIVE OFFERINGS IN ADULT EDUCATION COURSES.

TUITION & FEES:
IN-DISTRICT TUITION FOR VOCATIONAL-TECHNICAL PROGRAMS IS $6.80 PER CREDIT. MATERIAL FEES VARY FROM $2 TO $10 PER CREDIT, BUT MAY BE MORE IN CERTAIN PROGRAMS.

FURTHER INFORMATION:
IF A PROGRAM IS OFFERED IN YOUR DISTRICT, BUT YOU ENROLL IN IT IN ANOTHER DISTRICT, YOU WILL PAY HIGHER TUITION. IF A PROGRAM IS NOT OFFERED IN YOUR DISTRICT, YOUR LOCAL DISTRICT WILL PAY YOUR OUT-OF-DISTRICT TUITION.

FOR PROGRAM INFORMATION ON THE VTAE SCHOOLS, CALL THE TOLL-FREE 'ICED' NUMBER, 800-472-0024. FOR FURTHER INFORMATION ABOUT WISCONSIN INDIANHEAD VTAE DISTRICT, CALL 715-468-2815 AND ASK FOR THE DIRECTOR OF ADMISSIONS.

38
WI. INDIANHEAD VTAE DISTRICT
VOCATIONAL-TECHNICAL SCHOOL

24	AGRIBUSINESS
25	AGRI-BUSINESS MERCHANDISING
36	DAIRY HERDSMAN
37	FARM BUSINESS MANAGEMENT
39	FEE, SEED AND FARM SUPPLY
47	PRODUCTION AGRICULTURE
57	HOME ECONOMICS
72	QUANTITY FOOD PREPARATION
74	HEALTH OCCUPATIONS
83	MEDICAL ASSISTANT
93	PRACTICAL NURSING (L.P.N. OR L.V.N.)
94	PRE-SERVICE NURSING ASSISTANT (NURSE AIDE)
101	OFFICE AND DISTRIBUTIVE
102	ACCOUNT CLERK
103	ACCOUNTING
104	ACCOUNTING ASSISTANT
111	CLERK-TYPIST

116	DATA PROCESSING-MACHINE OPERATOR
126	MARKETING
129	MARKETING-FASHION MERCHANDISING
134	MERCHANDISING (RETAIL SELLING)
138	RECREATIONAL SERVICES SPECIALIST
140	SECRETARIAL SCIENCE
143	STENOGRAPHER
151	TRADE AND INDUSTRIAL
158	ARCHITECTURAL-COMMERICAL
162	AUTOMOBILE BODY
163	AUTO MECHANICS
181	DRAFTING, MECHANICAL
185	ELECTRONICS
188	ELECTRONICS SERVICING-RADIO AND TELEVISION
190	FACILITY MAINTENANCE
203	MACHINE TOOL OPERATION
205	MECHANICAL DESIGN
222	POWER MECHANICS-SMALLY ENGINE REPAIR
226	RECREATIONAL EQUIPMENT SERVICE
234	TELEPHONE SERVICE REPAIRMAN
240	WELDING
241	WOOD TECHNICS
287	IN-DISTRICT ANNUAL TUITION & FEES: LOW
292	OUT-OF-DISTRICT ANNUAL TUITION & FEES: HIGH
299	REGION 8
300	PUBLIC SCHOOL
304	VOCAITONAL-TECHNICAL SCHOOL
314	TESTS REQUIRED FOR ADMISSION TO SOME PROGRAMS
316	PUBLIC CONTROL
318	SEMESTER CALENDAR PLAN
326	IN A SMALL CITY OR TOWN (10,000 TO 30,000)
331	PLACEMENT SERVICE AVAILABLE
332	STUDENTS SHARE IN POLICY AND PROGRAM DECISIONS
355	TOTAL ENROLLMENT 1,00-4,999
365	APPL. DEADLINE AFTER AUG.1 OF YEAR OF ENTRANCE
371	SCHOOL IS RECOGNIZED CANDIDATE FOR ACCREDITATION
377	CO-ED: PREDOMINATELY MEN
380	SOME EVENING CLASSES AVAILABLE
381	INDEPENDENT STUDY COURSES AVAILABLE
382	INTERDEPARTMENTAL COURSES OF STUDY AVAILABLE
383	REMEDIAL OR TUTORIAL PROGRAMS AVAILABLE
384	FORMAL COUNSELING SERVICE AVAILABLE
388	CAMPUS PUBLICATIONS (E.G., NEWSPAPER OR LITERARY MAGAZINE)
389	CHEERLEADING
396	SOCIAL SERVICE ORGANIZATIONS
398	OCCUPATIONAL CLUBS
399	INTER-COLLEGIATE ATHLETICS AVAILABLE
403	BASKETBALL
404	BOWLING
409	FOOTBALL
410	GOLF
420	SKIING
426	VALLEYBALL

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?P1051*105

 105
WISCONSIN COLLEGE OF COSMETOLOGY
PROPRIETARY SCHOOL
120 SOUTH WASHINGTON STREET
GREEN BAY, WI  54301
414-437-9632
REGION 3-4, BROWN COUNTY

GENERAL DESCRIPTION:
THE WISCONSIN COLLEGE OF COSMETOLOGY IS A PROPRIETARY SCHOOL WHICH IS
PRIVATELY OWNED AND RUN AS A BUSINESS.  ALL PROPRIETARY SCHOOLS MUST BE
INSPECTED ANNUALLY AND APPROVED BY THE EDUCATIONAL APPROVAL BOARD IN
ORDER TO OPERATE IN WISCONSIN.

COSMETOLOGY SCHOOLS ARE STRICTLY REGULATED BY THE STATE AND MUST OFFER
AT LEAST 1500 HOURS OF INSTRUCTION, WHICH TAKES 10-1/2 MONTHS TO
COMPLETE (8 HOURS PER DAY, 5 DAYS PER WEEK) AT THE WISCONSIN COLLEGE
OF COSMETOLOGY.

TUITION & FEES:
TUITION & FEES FOR THE COURSE ARE $1.137.

FURTHER INFORMATION:
CHECK WITH THE WISCONSIN COLLEGE OF COSMETOLOGY FOR STARTING DATES,
SCHOOL CALENDAR, ETC., BY CALLING 414-437-9632 AND ASKING FOR THE
DIRECTOR OF ADMISSIONS.  PROGRAM QUALITY, LENGTH AND TUITION VARIES
FROM SCHOOL TO SCHOOL SO INVESTIGATE EACH SCHOOL CAREFULLY.

 105
WISCONSIN COLLEGE OF COSMETOLOGY
PROPRIETARY SCHOOL

      57   HOME ECONOMICS
      63   COSMETOLOGY
      289  IN-DISTRICT ANNUAL TUITION & FEES:  HIGH
      292  OUT-OF-DISTRICT ANNUAL TUITION & FEES:  HIGH
      302  PROPRIETARY SCHOOL
      307  COSMETOLOGY
      315  NO TESTS REQUIRED FOR ADMISSION
      317  PRIVATE CONTROL
      322  CONTACT SCHOOL FOR CALENDAR PLAN
      325  IN MEDIUM SIZE CITY (30,000-200,000)
      330  PROGRAM LEADS TO LICENSE
      331  PLACEMENT SERVICE AVAILABLE
      334  PROGRAM LENGTH:  3 MONTHS TO 1 YEAR
      352  TOTAL ENROLLMENT BELOW 200
      366  NO APPLICATION DEADLINE
      370  SCHOOL ACCREDITED OF APPROVED BY APPROPRIATE ASSOCIATION
      275  CO-ED:  PREDOMINATELY WOMEN


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?P1I*1

1
U/W CENTER-BARABOO
TWO-YEAR COLLEGE
1006 CONNIE ROAD
BARABOO, WI 53913
608-356-8351
REGION 1: SAUK COUNTY

GENERAL DESCRIPTION:
U/W CENTER-BARABOO IS A TWO-YEAR COLLEGE WHICH IS PART OF THE UNIVERSITY OF WISCONSIN. PROGRAMS OFFERED HERE ARE PARALLEL TO THOSE OFFERED DURING THE FIRST TWO YEARS AT ANY U/W SYSTEM CAMPUS. THEY CAN BE TRANSFERRED TO ANY U/W CAMPUS, AND MOST CAN BE TRANSFERRED TO ANY ACCREDITED COLLEGE. EVERY PROGRAM CAN BE COMPLETED IN TWO YEARS BY A FULL-TIME STUDENT, OR CAN BE TAKEDN ON A PART-TIME BASIS.

TUITION & FEES:
IN-STATE TUITION IS $259 PER SEMESTOER (FULL-TIME)
FEES ARE $29-50 PER SEMESTER FOR A FULL-TIME STUDENT.

FURTHER INFORMATION:
FOR INFORMATION ABOUT THE U/W CENTER SYSTEM, CALL THE TOLL-FREE 'HELP' NUMBER, 800-362-8025. FOR FURTHER INFORMATION ABOUT U/W CENTER-BARABOO, CALL 608-356-8351 AND ASK FOR THE DIRECTOR OF STUDENT SERVICES.

1
U/W CENTER-BARABOO
TWO-YEAR COLLEGE

1	AGRICULTURE AND NATURAL RESOURCES (COLLEGE PARALLEL)
4	BIOLOGICAL SCIENCES (COLLEGE PARALLEL)
5	BUSINESS AND MANAGEMENT (COLLEGE PARALLEL)
6	COMMUNICATIONS (COLLEGE PARALLEL)
10	FINE AND APPLIED ARTS (COLLEGE PARALLEL)
14	LETTERS-ENGLISH, PHILOSOPHY, ETC. (COLLEGE PARALLEL)
16	MATHEMATICS (COLLEGE PARALLEL)
18	PHYSICAL SCIENCES (COLLEGE PARALLEL)
21	SOCIAL SCIENCES (COLLEGE PARALLEL)
23	GENERAL LIBERAL ARTS AND SCIENCES (COLLEGE PARALLEL)
288	IN-DISTRICT ANNUAL TUITION & FEES: MEDIUM
291	OUT-OF-DISTRICT ANNUAL TUITION & FEES: MEDIUM
294	REGION 1
300	PUBLIC SCHOOL
303	TWO-YEAR COLLEGE
315	NO TESTS REQUIRED FOR ADMISSION
316	PUBLIC CONTROL
318	SEMESTER CALENDAR PLAN
326	IN A SMALL CITY OR TOWN (10,000 TO 30,000)

328 PROGRAM LEADS TO DEGREE
332 STUDENTS SHARE IN POLICY AND PROGRAM DICISIONS
333 HALF OR MORE GRADUATES GO ON FOR HIGHER EDUCATION
336 PROGRAM LENGTH: 2 YEARS
353 TOTAL ENROLLMENT: 200-499
365 APPL. DEADLINE AFTER AUG. 1 OF YEAR OF ENTRANCE
370 SCHOOL ACCREDITED OR APPROVED BY APPROPRIATE ASSOCIATION
376 CO-ED: APPROX. EQUAL NUMBER OF MEN AND WOMEN
381 INDEPENDENT STUDY COURSES AVAILABLE
382 INTERDEPARTMENTAL COURSES OF STUDY AVAILABLE
384 FORMAL COUNSELING SERVICE AVAILABLE
385 PASS/FAIL GRADE OPTION AVAILABLE
387 BAND
388 CAMPUS PUBLICATIONS (NEWPAPER, LITERARY MAGAZINE)
389 CHEERLEADING
390 CHORAL GROUPS
392 DRAMA
396 SOCIAL SERVICE ORGANIZATIONS
399 INTER-COLLEGIATE ATHLETICS AVAILABLE
401 ARCHERY
403 BASKETBALL
404 BOWLING
406 CROSS COUNTRY
410 GOLF
424 TENNIS
426 VOLLEYBALL
428 WRESTLING

?P11II*11

?P16I*16

16
IMMANUEL LUTHERN COLLEGE
PRIVATE TWO-YEAR COLLEGE
WEST GROVER ROAD
EAU CLAIRE, WI 54701

REGION 5-6, EAU CLAIRE COUNTY

GENERAL DESCRIPTION:
IMMANUEL LUTHERAN COLLEGE IS A PRIVATE SCHOOL RUN BY THE CHURCH OF LUTHERAN CONFESSION. THE SCHOOL CONSISTS OF A HIGH SCHOOL, 2-YEAR GENERAL LIBERAL ARTS PROGRAM, 3-YEAR TEACHER TRAINING PROGRAM, 3-YEAR PRE-THEOLOGICAL PROGRAM AND A 3-YEAR SEMINARY. FRESHMEN ARE GENERALLY ADMITTED IN THE FALL ONLY. SUMMER SESSION AND EVENING COURSES ARE NOT AVAILABLE.

TUITION & FEES:
TUITION FOR THE GENERAL LIBERAL ARTS PROGRAM IS $230 PER SEMESTER. FOR THE TEACHING AND PRE-THEOLOGICAL PROGRAMS IT IS $200 PER SEMESTER. FOR THE SEMINARY, TUITION IS $150 PER SEMESTER. ROOM AND BOARD IS $420 PER SEMESTER FOR ALL.

FURTHER INFORMATION:
FOR MORE INFORMATION ABOUT IMMANUEL LUTHERN COLLEGE, CALL AND ASK FOR THE DIRECTOR OF ADMISSIONS.

16
IMMANUEL LUTHERN COLLEGE
PRIVATE TWO-YEAR COLLEGE

4	BIOLOGICAL SCIENCES (COLLEGE PARALLEL)
8	EDUCATION (COLLEGE PARALLEL)
10	FINE AND APPLIED ARTS (COLLEGE PARALLEL)
11	FOREIGN LANGUAGES (COLLEGE PARALLEL)
14	LETTERS-ENGLISH, PHILOSOPHY, ETC. (COLLEGE PARALLEL)
16	MATHEMATICS (COLLEGE PARALLEL)
18	PHYSICAL SCIENCES (COLLEGE PARALLEL)
19	PSYCHOLOGY (COLLEGE PARALLEL)
21	SOCIAL SCIENCES (COLLEGE PARALLEL)
22	THEOLOGY (COLLEGE PARALLEL)
23	GENERAL LIBERAL ARTS AND SCIENCES (COLLEGE PARALLEL)
287	IN-DISTRICT ANNUAL TUITION & FEES: LOW
290	OUT-OF-DISTRICT ANNUAL TUITION & FEES: LOW
297	REGION 5-6
301	PRIVATE SCHOOL
303	TWO-YEAR COLLEGE
317	PRIVATE CONTROL
318	SEMESTER CALENDAR PLAN
325	IN MEDIUM SIZE CITY (30,000-200,000)
328	PROGRAM LEADS TO DEGREE

332	STUDENTS SHARE IN POLCIY AND PROGRAM DECISIONS
339	CONTACT SCHOOL FOR PROGRAM LENGTH
352	TOTAL ENROLLMENT BELOW 200
359	PROTESTANT AFFILIATION
364	APPL. DEADLINE PRIOR TO AUG. 1 OF YEAR OF ENTRANCE
367	SAT TESTS REQUIRED PRIOR TO ADMISSION
368	ACT TESTS REQUIRED PRIOR TO ADMISSION
376	CO-ED: APPROX. EQUAL NUMBER OF MEN AND WOMEN
382	INTERDEPARTMENTAL COURSES OF STUDY AVAILABLE
384	FORMAL COUNSELING SERVICE AVAILABLE
386	RESIDENTIAL FACILITIES AVAILABLE ON CAMPUS
387	BAND
388	CAMPUS PUBLICATIONS (E.G., NEWSPAPER OR LITERARY MAGAZINE)
389	CHEERLEADING
390	CHORAL GROUPS
392	DRAMA
394	ORCHESTRA
396	SOCIAL SERVICE ORGANIZATIONS
399	INTER-COLLEGIATE ATHLECTICS AVAILABLE
402	BASEBALL
403	BASKETBALL
406	CROSS COUNTRY
409	FOOTBALL
424	TENNIS
425	TRACK AND FIELD
426	VOLLEYBALL

Financial Aid Printout

1
WHAT IS FINANCIAL AID?
IT'S MONEY THAT COMES FROM A SOURCE OTHER THAN YOU OR YOUR PARENTS. IT'S INTENDED TO HELP PAY YOUR EDUCATIONAL EXPENSES. FINANCIAL AID IS INTENDED TO SUPPLEMENT OTHER MEANS OF PAYING FOR YOUR EDUCATION, MEANING THAT SAVINGS, INCOME, AND FUTURE EARNINGS ARE TO BE USED ALONG WITH FINANCIAL AIDS TO PAY FOR YOUR EDUCATION.

FINANCIAL AID COMES FROM ONE OF SEVERAL SOURCES, WHICH INCLUDE GRANTS, SCHOLARSHIPS, LOANS, OR WORK STUDY. GRANTS, SCHOLARSHIPS, AND LOANS MAY COME FROM THE FEDERAL OR STATE GOVERNMENT, THE SCHOOL YOU ARE ATTENDING OR PLAN TO ATTEND, PRIVATE COMPANIES, FOUNDATIONS, CLUBS CIVIC GROUPS, ETHNIC OR CULTURAL ORGANIZATIONS.

2
WHO CAN GET FINANCIAL AID?
ANYONE CAN GET FINANCIAL AID THAT HAS NEED FOR IT. ALL THAT IS REQUIRED IS THAT YOU PROVE YOU HAVE THE NEED. THERE ARE FORMS WHICH YOU MAY FILL OUT TO SHOW THAT YOU NEED FINANCIAL AID.

FINANCIAL AID ISN'T LIMITED TO STUDENTS WHOSE FAMILIES HAVE EXTREMELY LOW INCOMES, NOR IS IT LIMITED TO STUDENTS WHO GET THE BEST GRADES. IT IS NOT LIMITED TO LOW-, MIDDLE-, OR UPPER-INCOME FAMILIES; IT IS AVAILABLE TO ALL WHO HAVE NEED.

YOU DON'T HAVE TO WIN SPECIAL AWARDS OR HAVE BEEN WRITTEN UP IN THE PAPER, OR HAVE ANY POLITICAL CONNECTIONS, OR EVEN HAVE HIGH TEST SCORES. YOU DON'T EVEN HAVE TO SHOW ANY SPECIAL ABILITIES TO QUALIFY FOR FINANCIAL AID, EXCEPT THE ABILITY TO GO TO SCHOOL.

3
HOW DO I APPLY FOR FINANCIAL AID?
THE STATE OF WISCONSIN HAS ATTEMPTED TO SIMPLIFY THE APPLICATION PROCEDURE. ALL YOU HAVE TO DO IS COMPLETE THE WISCONSIN FINANCIAL AID FORM (FAF) AND SEND IT TO THE COLLEGE SCHOLARSHIP SERVICE, BOX 2700, PRINCETON, NJ 08540. IN ADDITION, YOU SHOULD COMPLETE THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG) APPLICATION AND SEND IT TO BEOG, BOX H, IOWA CITY, IA 52248. COPIES OF BOTH APPLICATION FORMS ARE AVAILABLE FROM HIGH SCHOOL COUNSELORS, SCHOOL FINANCIAL AIDS OFFICERS, AND THE HIGHER EDUCATION AIDS BOARD, 123 W. WASHINGTON AVE., MADISON, WI 53702. BY COMPLETING THESE TWO FORMS, YOU WILL HAVE AUTOMATICALLY APPLIED FOR MOST FORMS OF FEDERAL, STATE AND SCHOOL (INSTITUTIONAL) AIDS.

DON'T FORGET TO APPLY FOR ADMISSION WHEN YOU APPLY FOR FINANCIAL AIDS.

4
ARE FINANCIAL AIDS RELATED TO ADMISSION? HOW DO I APPLY?
YES, THERE IS A RELATIONSHIP BETWEEN FINANCIAL AIDS AND ADMISSION TO SCHOOLS. IN WISCONSIN YOU APPLY FOR ADMISSION SEPARATELY FROM FINANCIAL AID (PRINT ITEM 3 IN THIS FILE TO LEARN HOW TO APPLY FOR FINANCIAL AID). APPLY TO YOUR SCHOOL(S) BY THEIR APPLICATION DEADLINE (AVAILABLE FROM THEIR CATALOG, OR BY CALLING OR WRITING THEIR ADMISSIONS OFFICE).

IN WISCONSIN, WE HAVE WHAT IS CALLED A "ROLLING DEADLINE," MEANING THAT YOU SHOULD APPLY EARLY (BY MARCH 1ST) BUT CAN APPLY AT ANY TIME DURING THE YEAR. YOU WANT TO TRY TO APPLY EARLY ENOUGH TO ASSURE THAT ALL THE PAPERWORK CLEARS ALL ITS ROUNDS IN TIME.

5
WHAT'S A GRANT?
A GRANT IS A SUM OF MONEY THAT IS GIVEN TO YOU. YOU DO NOT HAVE TO PAY IT BACK.

THERE ARE MANY KINDS OF GRANTS, SOME FROM THE STATE AND FEDERAL GOVERNMENT. THERS GRANTS ARE DESCRIBED IN ITEMS 12, 13, 14, and 16.

THE WISCONSIN FINANCIAL AIDS FORM (FAF) AUTOMATICALLY COVERS THE APPLICATION PROCEDURE FOR MOST GRANTS. YOU SHOULD APPLY SEPARETELY FOR THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG), HOWEVER, YOU CAN GET THE FORMS YOU NEED IN APPLYING FOR A GRANT FROM SEVERAL PLACES (SEE ITEM 3 IN THIS FILE).

THE LARGEST FEDERAL GRANT PROGRAM IS THE BEOG.

THE LARGEST STATE GRANTS PROGRAMS ARE THE WISCONSIN HIGHER EDUCATION GRANT (WHEG) AND THE TUITION GRANT (TG).

PRINT ITEM 12 FOR THE BEOG AND ITEMS 13 AND 14 FOR THE STATE GRANTS PROGRAMS.

6
WHAT IS A SCHOLARSHIP?
A SCHOLARSHIP IS AN AWARD GIVEN TO A STUDENT AS AN HONOR OR REWARD FOR THEIR EFFORTS IN SOME AREA OF STUDY. FREQUENTLY, SCHOLARSHIPS ARE AWARDED TO STUDENTS WHO SHOW EXCEPTIONAL ABILITY OF SOME KIND. SCHOLARSHIPS ARE MEANT TO REWARD PAST EFFORTS AND ENCOURAGE MORE OF THE SAME BY REMOVING SOME OR ALL OF THE FINANCIAL BURDEN OF GOING TO SCHOOL. THAT'S WHY IT'S CALLED A SCHOLARSHIP: IT'S MEANT TO REWARD AND ENCOURAGE SCHOLASTIC STUDY.

MANY DIFFERENT KINDS OF SCHOLARSHIPS ARE AVAILABLE. YOU MIGHT INQUIRE ABOUT THEM FROM YOUR COUNSELOR, A TEACHER, OR THE SCHOOL WHERE YOU ARE APPLYING FOR FINANCIAL AID. FOR MORE INFORMATION ON SCHOLARSHIPS, PRINT ITEM 7 OF THIS FILE.

7

MORE ABOUT SCHOLARSHIPS   SCHOLARSHIPS IN GENERAL

NEARLY EVERY COLLEGE OFFERS SCHOLARSHIPS AND FELLOWSHIPS WHICH PAY ALL OR PART OF A STUDENT'S EXPENSES. ELIGIBILITY IS LIMITED TO STUDENTS WHO HAVE FINANCIAL NEED AND WHO SHOW A HIGH LEVEL OF ACADEMIC OR ATHLETIC ABILITY AND PERFORMANCE. MANY SCHOLARSHIPS ARE OFFERED BY BUSINESSES, LABOR UNIONS, FOUNDATIONS, VETERAN'S GROUPS, AND MANY OTHER ASSOCIATIONS. YOU SHOULD BE ABLE TO FIND A BOOK WHICH INFORMS STUDENTS OF THE VAST NUMBERS OF SCHOLARSHIPS AVAILABLE.

THE NATIONAL MERIT SCHOLARSHIP CORPORATION ADMINISTERS THE LARGEST SCHOLARSHIP PROGRAM IN THE U.S. THE CORPORATION GETS ITS FUNDS FROM BUSINESS FIRMS AND FOUNDATIONS. ELIGIBILITY IS DETERMINED BY COMBINED SCORES ON THE PRELIMINARY SCHOLASTIC APTITUED TEST AND THE NAT'L. MERIT SCHOLARSHIP QUALIFYING TEST. (NHM CORP., 1580 SHERMAN AVE., EVANSTON, IL 60201)

8

WHAT IS A LOAN?

A LOAN IS A SUM OF MONEY WHICH YOU GET FROM A LENDER. LOANS ARE DIFFERENT FROM GRANTS AND SCHOLARSHIPS IN THAT THEY MUST BE PAID BACK WITHIN A CERTAIN PERIOD OF TIME. AN INDIVIDUAL OR AN INSTITUTION MAY LEND YOU THIS MONEY ON THE FAITH THAT YOU WILL PAY IT BACK.

THE LENDER'S ASSUMPTION IS THAT YOU WILL PAY BACK THE LOAN WITH INTEREST, MEANING THAT YOU WILL PAY BACK MORE THAN YOU BORROWED. "INTEREST" IS AN EXTRA CHARGE YOU PAY AND MAY RANGE FROM 3% OF THE AMOUNT YOU BORROWED TO AS MUCH AS 18-20%. THIS PERCENTAGE IS MULTIPLIED BY THE NUMBER OF YEARS YOU WISH TO HAVE TO PAY BACK THE LOAN.

YOU SHOULD ALWAYS LOOK AROUND FOR THE LOAN WITH THE LOWEST INTEREST RATE. PRINT ITEMS 9, 10, 15, 19, AND 20 IN THIS FILE FOR MORE INFORMATION ON DIFFERENT TYPES OF LOANS.

9

WHO CAN GET A LOAN?

GETTING A LOAN IS DEPENDENT UPON SEVERAL THINGS: SOME INVOLVE YOU AND SOME DO NOT. FIRST, THERE MUST BE EVIDENCE OF YOUR ABILITY TO PAY BACK THE MONEY THAT YOU WISH TO BORROW. THIS CAN BE DISCUSSED AND NEGOTIATED WITH THE LENDER. IT MIGHT BE BASED UPON MONEY YOU COULD BE EXPECTED TO EARN AFTER YOU FINISH YOUR EDUCATION.

SECOND, THE LENDER MUST HAVE ENOUGH MONEY ON HAND FOR HIM TO LEND YOU. SOMETIMES WHEN THERE IS NOT ENOUGH MONEY AVAILABLE, THE LENDER WILL NOT TELL YOU THIS. HE WILL SIMPLY REFUSE TO GRANT YOU THE LOAN.

THIRD, TO GET A LOAN YOU MUST HAVE COLLATERAL. THIS IS SOMETHING YOU OFFER THE LENDER TO SHOW HIM THAT YOU REALLY INTEND TO PAY BACK THE LOAN. BE VERY CAREFUL ABOUT ACCEPTING THE BURDEN OF A LOAN. TALK THIS OVER WITH YOUR COUNSELOR OR SOMEONE ELSE YOU TRUST.

10

HOW DO I APPLY FOR A LOAN?

THAT DEPENDS UPON WHAT KIND OF A LOAN YOU WANT. IF YOU WANT AN EDUCATIONAL LOAN WHICH HAS THE BEST INTEREST RATES, THE KEY ISSUE IS WHEN TO APPLY. YOU SHOULD APPLY BY MARCH 1ST OF THE SCHOOL YEAR BEFORE THE YEAR YOU ACTUALLY NEED THE MONEY IF YOU WANT THE BEST EDUCATIONAL LOANS.

FOR EDUCATIONAL LOANS, YOU SHOULD FILL OUT BOTH THE WISCONSIN FINANCIAL AIDS FORM (FAF) AND THE WISCONSIN GUARANTEED STUDENT LOAN APPLICATION FORM. YOUR COUNSELOR WILL BE ABLE TO TELL YOU WHERE TO GET THESE FORMS.

OTHER KINDS OF LOANS MAY BE AVAILABLE FROM BANKS, SAVING AND LOAN COMPANIES, OR CREDIT UNIONS. TO FIND OUT, GO TO SEE A LOAN OFFICER AT ONE OF THESE INSTITUTIONS. THEY WILL TELL YOU WHAT LOANS THEY HAVE AVAILABLE FOR STUDENTS.

11

WHAT IS WORK-STUDY?

WORK-STUDY IS EMPLOYMENT FOR STUDENTS ARRANGED BY THE FINANCIAL AIDS OFFICE WHICH PERMITS THE STUDENT TO WORK UP TO HALF-TIME WHILE THEY ARE IN SCHOOL. FEDERAL FUNDS PAY THE MAJOR PORTION OF THE STUDENT'S SALARY. A STUDENT MAY BE ELIGIBLE IF HIS OR HER HEALTH AND ABILITY TO HANDLE THE WORK LOAD ARE GOOD AND FINANCIAL NEED CAN BE SHOWN.

EITHER THE OFF-CAMPUS EMPLOYER OR THE SCHOOL PAYS A PORTION OF THE STUDENT'S SALARY, TOO. THE SALARY ITSELF MAY RANGE FROM THE MINIMUM WAGE SET BY LAW AND GO AS HIGH AS $3.50 AN HOUR.

WORK-STUDY ASSIGNMENTS MAY BE ON CAMPUS IN SUCH LOCATIONS AS LIBRARIES, CAFETERIAS, LABORATORIES, DORMS, OR OFFICES. SO, EXPLORE THIS MEANS OF FINANCIAL AID CAREFULLY.

12

THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

THE BEOG IS AVAILABLE TO STUDENTS WHO ARE ATTENDING SCHOOL ON AT LEAST A HALF-TIME BASIS. HIGH SCHOOL COUNSELORS HAVE INFORMATION ON THIS TYPE OF GRANT. GENERALLY, THE BEOG SHOULD BE APPLIED FOR BY THE 1ST OF MARCH FOR THE FOLLOWING SEPTEMBER TERM. THE LOCATION TO WHICH THE FORM SHOULD BE MAILED IS SHOWN IN ITEM 3 OF THIS FILE.

THE AMOUNT OF THE AWARD UNDER THE BEOG CAN GO UP TO AS MUCH AS $1,400 A YEAR. IF YOU ARE ABLE TO SHOW FINANCIAL NEED, YOU ARE ASSURED OF GETTING THIS ENTIRE AMOUNT.

THE BEOG MAY BE USED AT MORE THAN 5,600 POST-SECONDARY SCHOOLS ACROSS THE U.S., SO BE SURE TO SEND IN THE APPLICATION FORM. THE USUAL LENGTH OF TIME FOR A REPLY FROM THE BEOG IS ABOUT 30 DAYS. THE STUDENT IS RESPONSIBLE FOR FORWARDING THE STUDENT ELIGIBILITY REPORT FORM TO THE SCHOOL(S) S/HE IS INTERESTED IN.

13

THE WISCONSIN HIGHER EDUCATION GRANT (WHEG)

THE WISCONSIN HIGHER EDUCATION GRANTS PROGRAM IS AVAILABLE TO STUDENTS ATTENDING EITHER A UW SYSTEM SCHOOL OR A VOCATIONAL, TECHNICAL AND ADULT SCHOOL. AN AMOUNT OF UP TO $1,500 PER ACADEMIC YEAR MAY BE AWARDED UNDER THIS PROGRAM. THE AMOUNT YOU MAY BE ENTITLED TO WILL BE DETERMINED FOR YOU BASED UPON YOUR FINANCIAL NEED.

THE SCHOOL(S) TO WHICH YOU ARE APPLYING WILL INFORM YOU IF THE WISCONSIN HIGHER EDUCATION GRANT (WHEG) IS PART OF YOUR FINANCIAL AID PACKAGE. MOST FINANCIAL AIDS ARE MADE UP OF A COMBINATION OF POTENTIAL SOURCES OF FUNDING RATHER THAN ALL THE MONEY COMING FROM JUST ONE.

14

THE WISCONSIN TUITION GRANT (TG)

THE WISCONSIN TUITION GRANT PROGRAM PROVIDES GRANTS TO STUDENTS ENROLLED IN WISCONSIN SCHOOLS IF THESE SCHOOLS CHARGE MORE FOR TUITION THAN THE UNIVERSITY OF WISCONSIN-MADISON. THIS IS CALLED AN 'EQUALIZATION' GRANT: IT IS BASED UPON FAMILY TAXABLE INCOME AND FINANCIAL NEED, AND THE AMOUNT IS DETERMINED BY THE DIFFERENCE IN TUITION BETWEEN THE SCHOOLS.

IN PAST YEARS, STUDENTS APPLIED ON THE TUITION GRANT APPLICATION FORM. THIS YEAR, ALL FRESHMAN WILL APPLY USING THE WISCONSIN FINANCIAL AIDS FORM (FAF), WHILE OTHER CLASSES WILL CONTINUE TO USE THE FORM THEY ARE ACCUSTOMED TO USING. YOU MAY APPLY AT ANY TIME IF YOU ARE USING THE FAF, SINCE THERE IS ALWAYS MONEY AVAILABLE. BE SURE TO APPLY EARLY ENOUGH TO GET YOUR REPLY BY THE TIME YOU START SCHOOL, HOWEVER.

15

THE NATIONAL DIRECT STUDENT LOAN (NDSL)

IF YOU ARE OR PLAN TO BE ENROLLED AT LEAST HALF-TIME, THE NDSL MAKES IT POSSIBLE FOR YOU TO BORROW MONEY AT LOW INTEREST. THE NDSL IS A 3% INTEREST LOAN FOR STUDENTS WHO NEED TO BORROW UP TO $5,000 OVER A FOUR-YEAR PERIOD (IN A COLLEGE PROGRAM LEADING TO A BACHELOR'S DEGREE). WHILE NO MORE THAN $2,500 MAY BE APPLIED TO THE FIRST TWO YEARS, AFTER A BACHELOR'S DEGREE ANOTHER $5,000 MAY BE APPLIED TO GRADUATE STUDY. OR, IF NO AID IS NEEDED UNDER THIS PROGRAM FOR UNDERGRADUATE WORK, THE WHOLE $10,000 CAN BE APPLIED TO GRADUATE STUDY.

THE NDSL PROGRAM DOES NOT REQUIRE A STUDENT TO PAY BACK THE LOAN UNTIL 9 MONTHS AFTER S/HE HAS LEFT SCHOOL. PAYMENTS MAY BE DEFERRED IF YOU GO BACK TO SCHOOL OR PARTLY CANCELLED UNDER OTHER CIRCUMSTANCES.

16

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

FOR STUDENTS WITH EXCEPTIONAL FINANCIAL NEED, THE SEOG REQUIRES HALF-TIME ENROLLMENT JUST LIKE THE BEOG. AWARDS ARE MADE TO STUDENTS WHO WILL ATTEND APPROVED UNDERGRADUATE INSTITUTIONS OR VOCATIONAL SCHOOLS. THE AMOUNT CAN VARY FROM A MINIMUM OF $200 TO A MAXIMUM OF

$1,500 A YEAR. HOWEVER, NO MORE THAN $4,000 CAN BE AWARDED OVER A FOUR-YEAR PERIOD.

THE SCHOOL WHICH A STUDENT ATTENDS UNDER THIS PROGRAM MUST PROVIDE AN AMOUNT OF MONEY EQUAL TO THAT CONTRIBUTED BY THE FEDERAL GOVERNMENT. THIS MIGHT RESTRICT THE NUMBER OF SEOG AWARDS.

THE WISCONSIN FINANCIAL AIDS FORM AUTOMATICALLY APPLIES YOU FOR THIS AID, SO BE SURE TO COMPLETE THE FAF. THE FAF SHOULD BE FILLED OUT AND MAILED SO THAT IT REACHES THE ADDRESS SHOWN IN ITEM 3 BY MARCH 1ST OF THE ACADEMIC YEAR PRIOR TO THE YEAR YOU WILL ATTEND.

17

THE INDIAN STUDENT ASSISTANCE PROGRAM

UNDER THE INDIAN STUDENT ASSISTANCE PROGRAM, GRANTS OF UP TO $1,500 ARE AWARDED TO INDIAN STUDENTS PURSUING A POST-SECONDARY EDUCATION IN WISCONSIN. THE PROGRAM IS ADMINISTERED TOGETHER WITH A SIMILAR FEDERAL PROGRAM FROM THE BUREAU OF INDIAN AFFAIRS. IN 1974-75, 1,001 STUDENTS RECEIVED $884,200 IN GRANTS UNDER THIS PROGRAM.

APPLICATION IS MADE WITH THE WIS. FINANCIAL AIDS FORM AND A SPECIAL INDIAN GRANT FORM. THE SECOND FORM IS NEEDED TO CERTIFY THAT THE STUDENT IS AT LEAST 25% INDIAN BLOOD, AND THESE FORMS ARE AVAILABLE FROM THE BUREAU OF INDIAN AFFAIRS OFFICES, FINANCIAL AIDS OFFICES, AND TRIBAL EDUCATION OFFICES. APPLICATION MAY BE MADE AT ANY TIME DURING THE YEAR.

18

THE MINNESOTA EDUCATION RECIPROCITY AGREEMENT

ADMINISTERED BY THE WISCONSIN HIGHER EDUCATION AIDS BOARD, THIS EXCHANGE AGREEMENT PROVIDES FOR THE REMISSION OF NON-RESIDENT TUITION CHARGES. IT APPLIES TO STUDENTS OF ONE STATE WHO ARE ATTENDING SCHOOL IN THE OTHER. THE NUMBER OF STUDENTS ATTENDING SCHOOL IN MINNESOTA IS ALMOST UNLIMITED THROUGH AN AGREEMENT WHICH REMOVES ALL QUOTAS FROM THE ARRANGEMENT. A BALANCE OF PAYMENTS PROCEDURE REIMBURSES ONE STATE FOR THE OTHER'S ADMISSIONS.

THE APPLICATION FORM FOR THIS AGREEMENT IS AVAILABLE FROM THE HIGHER EDUCATION AIDS BOARD (ADDRESS IN ITEM 3 OF THIS FILE). THERE IS NO PROOF OF NEED AND NO DEADLINE FOR THIS PROGRAM.

THIS KIND OF EXCHANGE AGREEMENT ALSO EXISTS BETWEEN THE UW-MARINETTE CENTER AND THE GOGEBIC AND BAY DE NOC COMMUNITY COLLEGES IN THE UPPER PENINSULA OF MICHIGAN.

19

THE WISCONSIN DIRECT STUDENT LOAN

UNDER THIS PROGRAM, THE STATE OF WISCONSIN PROVIDES DIRECT LOANS TO STUDENTS IN AMOUNTS UP TO $2,500 A YEAR. THE INTEREST RATE OF 7% IS PAID BY THE FEDERAL BOVERNMENT AS LONG AS THE STUDENT IS ENROLLED.

THE REPAYMENT PERIOD BEGINS 10-1/2 MONTHS AFTER THE STUDENT FINISHES SCHOOL, AND AT THAT TIME THE STUDENT BEGINS TO PAY BACK THE LOAN AT THE 7% RATE. THE STATE LOAN IS BASED UPON FINANCIAL NEED, WHICH IS DETERMINED BY THE WISCONSIN FINANCIAL AIDS FORM (FAF). YOU MAY APPLY AT ANY TIME FOR THIS LOAN, BUT IT IS BEST TO APPLY EARLY.

THIS PROGRAM IS ONE OF THE THREE AVAILABLE TO YOU WHICH CAN BE USED OUT OF STATE (THE OTHER TWO ARE THE BEOG AND THE STATE GUARANTEED STUDENT LOAN). THIS LOAN MAY ALSO BE USED OUT OF THE COUNTRY.

20

THE STATE GUARANTEED STUDENT LOAN

UNDER THIS PROGRAM, THE STATE OF WISCONSIN GUARANTEES THE REPAYMENT OF LOANS TO STUDENTS BY PRIVATE LENDING INSTITUTIONS, E.G., BANKS, CREDIT UNIONS, AND SAVING AND LOAN ASSOCIATIONS. UNDERGRADUATE AND GRADUATE STUDENTS MAY BORROW UP TO $2,500 A YEAR, AND FEDERAL INTEREST SUBSIDY BENEFITS ARE AVAILABLE WHILE YOU ARE ENROLLED.

IF YOU ARE ELIGIBLE FOR THIS PROGRAM, IT DOES NOT MATTER WHAT TYPE OF SCHOOL YOU DECIDE TO ATTEND SO LONG AS IT IS ACCREDITED. ELIGIBILITY IS BASED UPON FAMILY TAXABLE INCOME, WHICH CANNOT EXCEED $15,000; IT IS ALSO BASED UPON ELIGIBILITY FOR FEDERAL PAYMENT OF THE INTEREST WHILE THE STUDENT IS IN SCHOOL.

IT SHOULD BE NOTED THAT YOU MAY STILL BE ELIGIBLE FOR A GUARANTEED LOAN IF YOUR FAMILY TAXABLE INCOME EXCEEDS $15,000: YOU PAY THE INTEREST, HOWEVER.

April 5, 1976

WOIS Distribution Center Rates

RATES FOR WOIS SERVICE
FROM THE LA CROSSE DISTRIBUTION CENTER

(University of Wisconsin-La Crosse -
LACE Network)

*****

WOIS ONLY SERVICE

I. Computer Service Charges

A. 12 Month Service

	Annual Charge
1. Dedicated port Unlimited use whenever system is in operation.	$ 2,316
2. Half port Four hours per day prime shift plus off-hours on a scheduled basis with another user.	$ 1,208
3. Hourly rate Available on a dial-in (or possibly line concentrator) basis. User may have service on demand, but must wait until line is available when there is a busy signal.	$2.50/hour of connect time.

B. 9 Month Service

1. Dedicated port	$ 2,026
2. Half port	$ 1,057
3. Hourly rate	$2.50/hour of connect time.

II. User Fee for WOIS-Only Service Applies to all sites; defrays costs of disk storage, manuals and other miscellaneous expenses.	$ 50

III. Communications
Users must pay all terminal and transmission costs plus installation fees, except in the case of hourly rate service where LACE will pay the communications cost at the computer end.

Typical annual cost figures for terminal and transmission for 12 month service would be:

1. Dedicated leased line with ASR-33 teletype 10 cps, in city of La Crosse	$ 1,022
2. Same service at Telpak point, such as Wausau and numerous other sites, or any location within 50 airline miles of La Crosse.	$ 1,800

3.	Leased ASR-33 teletype with accoustic coupler plus private business line to provide dial-in service for hourly fee. Telephone long distance toll charges will vary with distance and length of calling time.	$ 1,104

Nine months communication service for the same locations can be provided at the following approximate prices.

1.	Dedicated leased line with 10 cps ASR-33 teletype in city of La Crosse	$ 916
2.	Same service at telpak point or within 50 airline miles of La Crosse	$ 1,600
3.	Leased ASR-33 teletype with accoustic coupler plus private business line to provide dial-in service for hourly fee. Telephone long distance toll charges will vary with distance and length of calling time.	$ 968

Many different types of communication services are available, including 30 cps terminals. Please request cost for your specific communications arrangement from University of Wisconsin-La Crosse computer center.

IV. Typical Annual Costs for Full Time Use

12 Month Service with ASR-33 Teletype

a.	Dedicated port		
	1.	In city of La Crosse	$ 3,388
	2.	Within 50 miles of La Crosse	4,166
	3.	In Wausau or Madison (and numerous other telpak points)	4,166
b.	Half port		
	1.	In La Crosse	$ 2,280
	2.	Within 50 miles of La Crosse	3,058
	3.	At most telpak locations	3,058

The same figures for 9 month service:

a.	Dedicated port		
	1.	In La Crosse	$ 2,992
	2.	Within 50 miles of La Crosse	3,676
	3.	In most telpak locations	3,676
b.	Half port		
	1.	In La Crosse	$ 2,023
	2.	Within 50 miles of La Crosse	2,707
	3.	In most telpak points	2,707

*****

WOIS SERVICE AS AN ADD-ON
(to standard LACE instructional computing service)

For the 1976-77 school year WOIS can be obtained as an extended service to standard LACE instructional timesharing for an annual fee of $150. Rates are as quoted on the attached sheets.

LACE

July 1975

La Crosse Computers in Education

RATE SCHEDULE

BASIC SERVICE

Timeshared computing service on LACE's HP 2000 timesharing system, including use of the BASIC language, system library programs, standard allotment of disc storage, communication lines and terminal.

	Nine Month Plan		Twelve Month Plan	
	Monthly Cost	Annual Cost	Monthly Cost	Annual Cost
1. Dedicated Port	$400	$3600	$350	$4200
2. Port shared with one other user (Half Port)	$288	$2592	$250	$3000
3. All other sharing schemes.	By special arrangement with other users and LACE.			

WHAT IS COVERED

These rates cover all LACE associated costs for hardware, software, technical support, ASR-33 terminal, and telephone transmission. They do not include paper tape, roll paper and teletype ribbons. Also included are newsletters, an initial set of software manuals and non-credit in-service sessions at the University of Wisconsin-La Crosse or your district. Dedicated port rates include an allocation of 40,000 characters of on-line disk storage; half port rates include 20,000 characters.

WHERE

These rates apply within a fifty (50) airline-mile radius of La Crosse. For distances greater than this, the same rates may apply but a specific determination must be made in each case.

CONNECT CHARGE

A one time connect charge of $200 will be charged to each new user to cover the cost of installing terminals and telephone lines and supplying you with publications. This charge will not be repeated unless you disconnect and reconnect from the LACE system for other than the summer.

OVER

OPTIONAL SERVICES

- Extra disk storage - $4.50 per month for each 50,000 characters. You'll need this if you want more on-line storage for programs and data. Users who run IDF-IMF, MATHDP, TIPS, WRD and other CAI-CMI packages will require large amounts of it and are eligible for a wholesale rate of $22.50 per month for each 500,000 characters.
- GIS (WOIS) Guidance Information System for providing college, occupational, scholarship and financial aid data to high school students through the Wisconsin Occupational Information System. $150 annually for 1975-76; future costs to be determined.
- TIPS Teaching Improvement Process System in a student progress assessment package. Available for storage and in-service costs only.
- WRD Wisconsin Reading Design record keeping system. Available for storage and in-service costs only.
- MATHDP Hewlett Packard's Mathematics Drill and Practice Package. Available for storage, manuals and in-service costs only.
- IDF-IMF Hewlett Packard's Instructional Dialogue Facility-Instructional Management Facility for computer assisted instruction and record keeping. Available for cost of storage, manuals and in-service.
- Additional In-Services - In-services after the initial one will be given for travel and per diem costs only. Specialized topics of interest to teachers and staff can be covered, including the packages above.
- Additional manuals can be purchased from the vendors or from LACE if they are in stock.
- Roll paper, paper tape and ribbons. If these aren't conveniently available in your area, they can be purchased at current LACE prices plus shipping.

STATE AID

It should be noted that, since these subscription rates are for a total service and not a capital investment, they are fully eligible for reimbursement under Wisconsin's state aid program for public schools. In a majority of cases, this will have the effect of an approximate 50% reduction of outlay from the school district.

CONTACT

If you have further interest, please call or write:

John A. Nierengarten or John C. Storlie
Computer Center
University of Wisconsin-La Crosse
La Crosse, Wisconsin 54601
(608) 784-6050 Ext. 461

NORTHEAST EDUCATIONAL PROCESSING LAB - CESA 9

Rates for WOIS Services Only
1975-1976

A. 12 Month Service Options	Annual Charge
1. Dedicated port (unlimited access)	$2,300.00
2. ½ time port 4 hours per day prime shift plus off-hours on a scheduled basis	1,200.00
3. Hourly rate - $2.50 per hour of connect time Available on a dial-in concentrator method Minimum $50.00 per month, maximum $200.00 per month	
B. User Fee WOIS Only Service Applies to all sites	50.00 per year

C. Communications Charges

User pays all communication and terminal costs plus installation fees. A $30.00 per month charge will be accessed for dial up stations to defray costs for business line and data set at computer center

Various types of communication service and terminals are available. Please contact NEPL for specific communications arrangements.

Northeast Educational Processing Lab
1927 Main Street
Green Bay, WI 54301
Telephone: 414-468-7464
Dain: 266-0012

EDUCATIONAL PROCESSING LABORATORY - SOUTH EAST

CESA #16 WAUKESHA, WI 53186

A. COMPUTER TIME-SHARING INSTRUCTIONAL. (Student access to a computer through terminals.) This project allows the use of the EPL-SE Time-Sharing Computer as a classroom tool in almost all subject areas. You will have access to over 200 existing programs and the ability to use our WOIS Guidance Information System for vocational and educational searching. The cost of service is based on schools using a 10 cps term, and running only one program at a time. Variation of this can be made at additional cost.

Each computer user will provide its own terminal (ASR 33 Teletype, data set, and phone line) which will cost about $90/mo. if you are in the Milwaukee Metroplan Area. If outside the area, call for estimated cost. There is a one-time installation charge of about $100, or one month's rent.

You will receive the following:

1. 1 Basic Plus language manual
2. 1 RSTS-11 system users guide
3. List of programs presently on system
4. Instructions from our programming staff on how to use the system, plus assistance in programming.
5. Two system account numbers for your on-line program storage
6. Free computer time after 4 p.m. when available

The hours indicated below apply only to school days (including summer school) but do not apply to Saturdays, Sundays, or holidays.

Time	Storage	Cost
8 hours/day	200 blocks	$3,300/year
6 hours/day	150 blocks	2,750/year
4 hours/day	100 blocks	2,200/year
2 hours/day	50 blocks	1,650/year
1 hour /day	25 blocks	1,100/year

(100 blocks = 50,0000 characters) $________

1. WOIS Guidance Information System $150/year ________
2. Additional storage--50 blocks @ $5/mo. ________

B. PRIVATE LINE COST FOR TIME-SHARING
All computer time-sharing users outside of the Milwaukee Metropolitan Area or using private lines will have their terminal and private telephone line cost billed to EPL-SE.

Computer terminal (ASR 33 Teletype)
Telephone line, data set, and installation $________

TOTAL COMPUTER TIME SHARING COST $________

C. COMPUTER TIME SHARING GUIDANCE SYSTEM ONLY.
For users who wish to access only the information developed by WOIS (Wisconsin Occupational Information System). Inservice and training for the system will be provided by WOIS staff.

The following user fees apply to either dial-up or private phone lines:

1. Full-time dedicated port, 8 hrs./day access on a 12 mo. contract
   - a. Computer system cost $2,300/yr.
   - b. WOIS access fee 50/yr.
   - c. All communication cost including terminal ______

   FULL TIME TOTAL $______

2. Half-time dedicated port, 4 hrs./day on a 12 mo. contract
   - a. Computer system cost $1,200/yr.
   - b. WOIS access fee 50/yr.
   - c. All communications cost including terminal ______

   HALF-TIME TOTAL $______

3. Hourly dial up rate (User may have service on demand but must wait until line is available when there is a busy signal.)
   - a. Computer system cost $2.50 per connect hour (Minimum charge $50/mo; maximum charge $200/mo.) $______
   - b. WOIS access fee $ 50/yr.
   - c. All communications cost including terminal ($30/mo. on computer end must be included) ______

D. Daily computerized on line attendance reporting:
Once each day school enters student numbers for each absent student into computer. The computer will provide an alpha-by-grade list back to the school which can be printed on a ditto master. The following information is included on the list: student number, name, grade, sex, home phone, school number, and date. Total time for attendance processing is 30-60 minutes depending on size of school and number of absentees. Contact CESA #16 office for cost.

E. Computer on-line budgeting and student scheduling presently being developed.

We would like more information on the following:

______ A. Computer Time-Sharing Instruction in the classroom
______ B. Private line cost for time-sharing
______ C. Computer time-sharing WOIS Guidance Information System
______ D. Computerized daily attendance

Please call:______________________________ at ______________

______________________________ Phone No.__________ for appointment.

Return to Carl Roehrdanz, Data Processing Manager, CESA #16
227 Maple Avenue, Waukesha, WI 53186 (414) 542-8889

University of Wisconsin
RIVER FALLS
River Falls, Wisconsin 54022

WACC RATE SCHEDULE* 1976-77

WESTERN WISCONSIN ACADEMIC COMPUTING CONSORTIUM

A Consortium of Educational Institutions

	Monthly
Full Day	$ 350.
Half Day	$ 265.
3 Hours per Day	$ 230.

1. These rates cover all costs for hardware, standard software, technical support, communications and teletype terminal.

2. WACC Documentation and one hour of inservice training per month are also provided. Additional inservice may be arranged through the University of Wisconsin-River Falls Extension Division.

3. Computer Enrichment Program. Initial trial period

   The first 10 weeks are at no cost to the user. If after this initial trial period the user wishes to continue the regular subscription costs apply.

4. Full day users are provided with 40,000 characters of on-line storage. Partial users are prorated. Additional storage can be rented, 40,000 at $2/month.

5. Deduct $50/month if terminal is owned.

6. There is a one-month surcharge for periods less than 12 months.

7. State Aid

   It should be noted that since these subscription rates are for a total service and not a capital investment, they are fully eligible for reimbursement under Wisconsin's state aid program for public schools.

8. There is a one-time connect charge of $200 to cover installation and manuals.

9. Optional Services - An extensive set of Software packages are available at cost.

10. Contact - David L. Feinstein, Associate Director
    Academic Computer Center
    University of Wisconsin-River Falls
    (715) 425-3358, (715) 425-3582

*Districts in CESA-5 and 6 contact CESA office or WACC for Rates.

university of wisconsin-river falls
river falls, wisconsin 54022

WACC RATE SCHEDULE

Wisconsin Occupational Information System (WOIS)

NOTE: These rates are for WOIS only.

Full Time	$155.50/month - $1866/year
Half Time	77.75/month - 933/year

Other Charges - (Determined by site)

1. Installation	(Average $150)
2. Communications & Terminal	(Average $162/month)

April 22, 1976

ACADEMIC COMPUTING CENTER
THE UNIVERSITY OF WISCONSIN - MADISON

1210 WEST DAYTON STREET
MADISON, WISCONSIN 53706
608-262-1166

April 8, 1976

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Service Rates - July 1, 1976 - June 30, 1977

High Schools or Equivalent Operations

For each of the major catagories below several options are available. To estimate your cost choose the options from each major catagory. User may contract separately for Options III and IV. Contact MACC User Services (608)262-2054 for more information, or assistance in selecting options.

I. WOIS/GIS SERVICE RATES PER SCHOOL

A. Unlimited Use - Fixed Fee (includes up to 16 hours of on-site training and other support. See Item V) $1,450/yr

B. Limited Use - pay only for computer resources actually used. Estimated at $2/hr - $5/hr during active use.

II. COMPUTER ACCESS OPTIONS

A. Dedicated Port .... $120 installation + $360/yr

B. Dial Contention (for 33 currently available ports) $0

III. COMMUNICATIONS OPTIONS

These costs are typical. Exact quotes can be obtained for each location from the Telephone Company.

A. Madison Calling Area

1. Existing Phone Installation $0
2. New Phone
   a. CENTREX .... installation charge + $50/yr
   b. REGULAR .... installation charge + $180/yr

B. Long Distance

1. Dedicated TELPAK
   TELPAK is only available in certain locations. Communication to Madison may involve least cost combination of TELPAK and options 2 and 3.

   a. 10 ch/sec line
      $25 installation + $360/yr service + $3.25/mile/yr

   b. 30 ch/sec line
      $25 installation + $360/yr service + $6.50/mile/yr

2. Dedicated Regular Lines

   a. 10 ch/sec
      $25 installation + $240/yr service + $18/mile/yr

   b. 30 ch/sec
      $25 installation + $240/yr service + $36/mile/yr

3. Long Distance Dial Connections

   a. Station to station to least cost termination i.e., Madison, or TELPAK point.

   b. Reverse DAIN from Madison - prices on request

IV. TERMINAL OPTIONS

Includes Modem or Acoustic Coupler, and Maintenance

A. MOD 33 KSR Teletype - 10 ch/sec. $845/yr

B. Terminet 30 ch/sec. $1,400/yr

C. Many other terminals compatible with MACC's computer.

D. Weekly or monthly rental of terminals from MACC (in conjunction with option I B.)

V. OTHER SUPPORT

A. Included in above costs

Regular all-day MACC Consulting by telephone or at MACC Central Site

B. Not included in above costs

Travel Expenses, WOIS Documentation & User Guides, Terminal Supplies.

VI. OTHER MACC SERVICES

A. General Purpose Timesharing - from your WOIS terminal

   1. Program development - all major programming languages including BASIC, FORTRAN, and COBOL

2. Extensive ready-to-run software for:
    - a. Statistical & data analysis
    - b. Graphics & Plotting
    - c, Bibliographic searches of Educational Resources Information Center (ERIC) data bases
    - d. Secondary school administrative applications (in conjunction with UW-Madison Department of Educational Administration)
    - e. Instructional support with large library of BASIC programs

B. Training

Frequent Short Courses & Workshops in programming and the use of MACC's facilities & services.

C. Publications

Extensive documentation on programming languages, user guides and reference manuals for the use of MACC's facilities and services.

Table of Contents for User Guide

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Introduction - Instructional Manual

NEED FOR THIS MANUAL

New programs are not easily implemented. As any new program, the Wisconsin Occupational Information System (WOIS) makes many demands upon those involved with it. Space will be needed in your facility; staff will need orientation to the use of WOIS; WOIS will need to be effectively integrated with current methods of fulfilling the information function; and, you will need the involvement of many others. If the objectives of this manual are achieved, it will help you accomplish all these things. However, your situation is unique; and, thus, your imagination and creativity will be required for successful adaption of WOIS.

OVERVIEW OF WOIS

Two words can be used to describe the heart of WOIS: information and access.

WOIS contains the following types of information:

- general descriptions of a broad range of occupations
- localized descriptions of significant Wisconsin occupations
- information on move than 1,600 four-year colleges and universities in the nation
- information on all approved education and training institutions in Wisconsin offering less than four-year programs
- information on most financial aids and grants generally available in Wisconsin.

In addition to this information, WOIS also refers to people whom user of the system can contact to answer particular questions. Most important, the information in WOIS is constantly monitored for accuracy and updated every six months. Errors discovered in the information are made known to users as soon as possible.

While information is basic to WOIS, equally essential is the way in which users obtain and use information. There are three strategies for a user to obtain information. These are:

- directly accessing specific information,
- searching of information files using selectors which describe the information in them, and
- using a reference in one file to find information in another (i.e., from a specific occupation to an appropriate training program.)

In addition, a strategy is being developed to facilitate self-review of information obtained in the light of users' career readiness. This strategy will provide immediate feedback on the utility of information received.

Information access strategies are designed to teach a process. For users, this process involves their understanding of information about educational and occupational opportunities, their awareness of their personal career development, and their knowledge of informational resources. Thus, information can be used not only for making choices but also for creating awareness and for planning.

CONTENT OF THIS MANUAL

As you read the following overview, you might think the organization used here is not the best one for you, that some sections should be read prior to others. In anticipation of different approaches of various readers, the sections have been written independently and are designed to be read in any order which is best for you. However, you are encouraged to read the entire manual before beginning to use the system in your facility.

The second chapter, USING WOIS, is written to provide you with ideas on how WOIS might be best used in your facility. The chapter discusses ways in which you can involve others in your facility with the system.

The third chapter, USING THE COMPUTER TERMINAL, explains how one uses the delivery equipment. The chapter describes how to gain access to computerized WOIS, commands required to begin using the program, commands required to stop using the program, and several special commands which you, as the coordinator, might find useful.

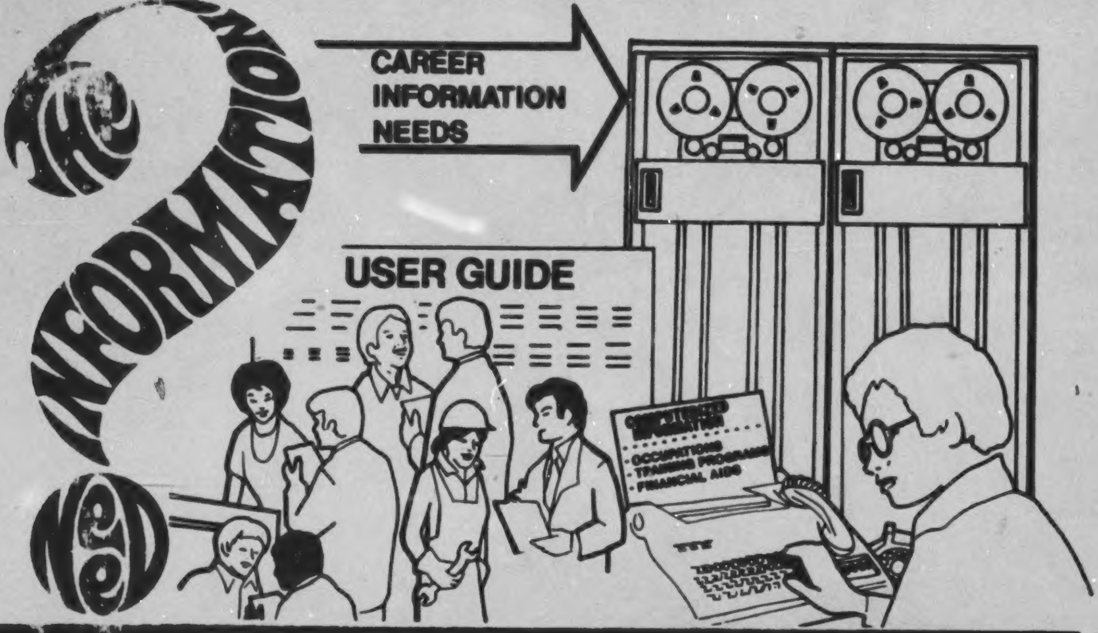
The fourth chapter, THE INFORMATION IN WOIS, describes the computerized information files with comments on how each is developed. Another section in the fourth chapter describes other parts of WOIS. Included is a description of the Wisconsin Instant Information System for students and counselors (WISC), various hard-cover material which would be recommended that you have available in your school, and other materials which would be available to you through "free loan" from the central WOIS offices.

The fifth chapter, ACCESS TO WOIS, describes the three strategies for users to obtain information from WOIS. The "Exit Program" which will be available to review the utility of information a user receives is described in outline form so that you can understand the various options which will be available.

The sixth chapter, THE WOIS COORDINATOR, provides you with essential information for performing this role in your facility. Standards of use of the WOIS are described. Part of these standards give you an indication of the responsibilities you have regarding evaluation and feedback. Clearly enumerated are the expectations you can have of the WOIS staff for feedback which you can use for purposes of accountability within your own system. Finally, ways are enumerated in which you can become more involved with WOIS, how you can contribute to bettering the system, and various options which might be available to you for more extensive involvement.

Chapter Seven, THE WOIS WORKBOOK, provides specific names to obtain assistance should problems develop either with your use of the system or with the mechanical operation of the system. Problems are listed and possible solutions are suggested.

Finally, the seventh chapter is open-ended providing space for additional materials as they are developed.



[redacted]

The Center for Studies in Vocational and Technical Education, University of Wisconsin-Madison, has been chosen to implement a $300,000 grant from the U.S. Department of Labor for the development of an Occupational Information System for Wisconsin. Proposals from eight states were selected from an initial 45 reviewed by the Department of Labor. The Wisconsin Occupational Information System (WOIS) proposal was developed by the Center with the assistance of both state and local agencies. The Wisconsin Manpower Services Council acted as the agency responsible for the submission and the receipt of the funds.

The grant is expected to continue over a period of four years with the amount of federal aid decreasing after the second year until the total operational cost is borne by the agencies and users involved. Implementation of the project will be conducted through the Center under the direction of Dr. Roger Lambert.

IMPORTANCE OF THE WOIS PROGRAM FOR WISCONSIN

One of the major concerns of agencies in Wisconsin has been to have available the occupational information young people need before they enter the work force. Over the years, several agencies within the state have made independent attempts to provide information to those in search of jobs or job training. While many of these programs were successful on a limited scale, most were not of sufficient scope to be classed as statewide occupational information systems or the information supplied was not complete or up-to-date enough to be reliable. The need for a cooperative information network was evident but it lacked the appropriate mandate.

The necessary stimulus to set in motion the plans and activities to develop a statewide occupational network took the form of the OIS Grant program. From this, the Wisconsin Occupational Information System was designed to fill specific state goals:

1. *To help persons learn about and understand the range of careers now available and likely to be available in the future,*

2. *To help labor force entrants become aware of occupations which are acceptable and personally satisfying,*

3. *To encourage persons in the process of making career decisions to explore vocational possibilities on their own,*

4. *To increase awareness of major sources of occupational information, and*

5. *To provide support for related programs including career education, career and employment counseling and manpower and educational planning.*

Once implemented, the program will be able to provide students and adults with virtually any information they might need to assist them in making career decisions.

"A Unique Career Planning Resource"

"The development of the Wisconsin Occupational Information System will provide students and adults in Wisconsin with a unique and comprehensive source of information needed for career planning and decision making. The system, using the automation of computers coordinated with manual information files relieves the professional staff of the time consuming chores of gathering, filing and relocating information for student or client use.

Detailed information at the local, state and national level pertaining to occupations and jobs, vocational training; four year colleges; two year colleges; military jobs and training; scholarship and financial aids and human resources for personalized job information are major components of the automated system.

The involvement of numerous state agencies in a consortium effort to provide the comprehensive system of career decision making information and related guidance materials will enable local schools, colleges, technical institutes, job service offices, the vocational rehabilitation offices and others to utilize the system benefits at a fraction of the cost of individual development and maintenance."

Dr. Roger H. Lambert, WOIS Executive Director

[redacted]

Center Receives WOIS Grant

DEVELOPMENT OF THE WOIS

The WOIS program will be developed through the formation of a consortium of "providers" of data and "users" of information with the assistance of developmental and/or service units within the state. The system will consist of existing information components with new or revised components as needed to meet the objectives. It will be a multi-faceted approach utilizing various mediums of delivery including written materials, audio-visuals, computer terminals, microfiche, and other appropriate means of reaching the client.

Operationally, the WOIS is designed to provide current, accurate and comprehensive career information. The system includes provisions to help the individual with personal needs and provides a referral mechanism (through the counselor) when the decision-maker sees no apparent advantageous course or needs assistance to accomplish a decided-upon course of action.

Composed of local, state and national information covering occupations and occupationally related educational and training opportunities, the WOIS program will have the accessing and dissemination capabilities to allow thorough and easy use of the information gathering and decision-making processes by the individual user.

The primary delivery component will be a computerized system employing a teletype (and, in some instances, CRT) which can be used independently or by any combination of counselor and counselee(s) or teachers and students to explore occupationally relevant information.

The WOIS system components are user-operable in order to foster the independent usage. Moreover, an instruction guide on the use of the various components will be available to assure that the client will need little or no assistance in operating the hardware comprising these components.

The varied media, used to disseminate information, are important as a means of communicating information to those persons who would not respond well to only printed materials.

OCCUPATIONAL INFORMATION CONTENT

The career exploration occupation descriptions will be comprehensive and related to those in the Dictionary of Occupational Titles. These descriptions will include wage rates, fringe benefits, strength of demand, promotional opportunities and length of training necessary, as well as the overall description of the occupation.

Localized labor market information will also be integrated into the statewide network. A list of topics to be covered will be included with the geographic areas identified.

More detailed printed or microfiched occupational briefs will be available in the WISC deck and through the occupational analysis field center of the Department of Industry, Labor and Human Relations. Additional informational items will include working conditions, physical requirements, training locations and the agencies or people to contact for any other information the client may want. Occupations with the greatest 1970-1980 demand will receive priority in preparation for listings.

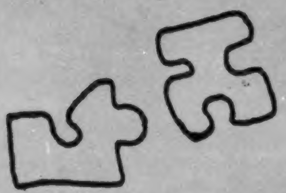
The information presented in the WOIS program via the automated access program is written at the eighth grade level. The information provided via the WISC microfiche is estimated to be at the ninth grade level Thus, the more complex the occupation, the more difficult the vocabulary and reading level. Other written supplemental sources will vary depending upon publisher and target group. Each occupation will be broken down into several descriptive elements. Each element or category will be described in short, simple sentences. This format will be consistent from occupation to occupation.

The first year of the project will be primarily devoted to the development and testing of the components in four field areas—Waukesha, Madison, Green Bay and La Crosse. During the second year, additional operational areas will be identified so that over one-half of the remaining state will be provided service and, in the following year, all areas of the state will be included. The ultimate goal of the WOIS is to provide service on a statewide basis by the end of the fourth operational year.

NATIONAL OIS WORKSHOPS

Periodically each year, representatives from the eight states involved in the Occupational Information System programs will meet in Washington D.C. for National Workshops. The purpose of the workshops will be to allow for the sharing of ideas and methods while implementation and development of the OIS programs are going on.

Delivery System



Delivery systems are, by description, difficult to comprehend. Though everyone is familiar with films, cassette tapes, slides and brochures, many people don't realize that each is a "delivery system component."

The WOIS program will make use of all of the above and also extensive use of a computer. Ironically, the computer will not compute anything but its incomparable ability to categorize and compile occupational resource information will reduce the complexity of information contained within the WOIS program. Access to the computer will be gained through a terminal. Television audiences are aware of what a teletype (TTY) looks like — the machine that stands against the newsroom wall clattering out faithfully, though slowly, the wire service news.

The teletype is but one of many different kinds of terminals whose versatility allows it to be "hooked up" to a computer by dialing a telephone number on a line which goes directly into the computer. At the computer end, a separate mini-computer "answers" the telephone for the main computer. It connects the user to the primary machine and, with a few easily mastered commands from the user, the machine prepares the interaction for high speed data transfer. When all the correct commands have been entered, the machine will wait for input. The WOIS program provides the pamphlets, brochures and user manuals a client will need to accomplish these steps. Students will be able to operate the equipment, or trained helpers may manipulate computer files for other users.

Participation in the WOIS program will require the rental, lease or purchase of a teletype or compatible communication terminal capable of printing. National retail outlets provide teletypes or other kinds of terminals usually at reasonable costs. Schools and institutions that may never have had a need for such equipment in the past should bear in mind that this type of equipment will be used extensively in the very near future.

The initial outlay to purchase a teletype terminal may be as little as $1,000.

"The Wisconsin Department of Public Instruction strongly endorses the development and implementation of this statewide occupational information system and is happy to be a part of the interagency effort. The Wisconsin Occupational Information System will contribute in great part to the elimination of one of our critical manpower needs. We reiterate our strong endorsement of the project and urge Wisconsin schools to share in this effort."

Barbara Thompson
State Superintendent

Wisconsin Instant information System for students and Counselors

The WISC program will play a significant role in the WOIS program in that it will provide occupational information as a supplement to and a backup for the computerized information in the system.

WISC is an occupational information system utilizing microfilm. WISC (Wisconsin Instant Information System for Students and Counselors) is designed to provide users with accurate, easy to use occupational and training school information unique to Wisconsin.

Information is gathered from a variety of sources, analyzed, synthesized and put in a four to six page format. This information is then microfilmed, indexed and distributed to some 540 users in Wisconsin. Currently, there are over 430 occupations requiring less than four years of college for job entry described. Eighty-two training schools, (vocational, technical, hospital, proprietary and the University of Wisconsin Center System) are included.

The program is composed of a deck of microfilmed aperture cards, an index which serves as a locator and a microfilm reader or reader/printer. The occupation file and index are organized into groups or job families for easier identification. To use the system, a student goes to the index and peruses the various titles and job clusters. Each job is briefly described to assist the student in exploration. Once a job has been found which warrants further exploration, the student notes the card location number and the WISC card designation and finds that card in the WISC deck. The card is then placed in the microfilm reader and the exploration process continues.

Each occupation provides detailed information on the following areas: job description, work done on the job, work environment, salary levels, job demand in Wisconsin, career ladders for advancement, aptitudes and physical requirements needed, pre-entry education requirements, training needed, where the training is available in the state, related occupations and resources for further exploration.

To integrate WISC into the total Occupational Information System, all titles currently in WISC will be cross-referenced into the computer. Hence, users exploring information in the computer will be directed to WISC for further exploration and information. Similarly, those occupations found in both systems will be noted in the WISC microfilm to enable users the opportunity to use all elements in the WOIS. In addition to cross-referencing, the WISC program will be expanded to include more titles across more levels of training. Whereas, the system is now restricted to nonprofessional occupations, it will expand to include professions as well.

Through the efforts of the Department of Industry, Labor and Human Relations and the WISC and WOIS staff, access to and through each component will be easy and fast. The information found in all elements of the system will be accurate and consistent.

The WISC program will continue to serve its present users while becoming an integral part of a statewide occupational information system. Through the subsequent modifications and expansion of WISC, both user populations will get a better, more complete and easier to use occupational information resource.

WOIS Board of Directors

The Board of Directors for the Occupational Information System will play an active role in the individual programs. According to U.S. Secretary of Labor, John T. Dunlop, these boards will "integrate and strengthen the relationships of various groups involved in producing and utilizing educational, occupational and labor market information."

The Wisconsin Occupational Information System will be governed by a Board of Directors which will be a policy making consortium representing secondary and higher education, manpower and social service agencies, management, labor and other groups interested in the development and implementation of the WOIS. The Board of Directors is a Special Task Force of the Wisconsin Manpower Council which is authorized to receive and expend Federal monies. Governed by its own constitution, the WOIS Board of Directors will meet on a bimonthly basis and will be actively involved in the development and application of the WOIS program.

The WOIS Board members are:

WOIS Board Chairman
Hartley Jim Jackson, Director
Bureau of Research and Statistics
Department of Industry, Labor and
Human Relations

Steve Born, Director
State Planning Office
Department of Administration

Douglas Lamont, Senior Academic Planner
University of Wisconsin System

Kathleen McElroy, Planning Analyst
Manpower Council

Paul Neman, Principal
Onalaska High School

Donald MacTaggert, District Administrator
Ashwaubenon Public Schools

WOIS Board Vice Chairman
Ellen Meister
Coordinator of Career Education
Madison Public Schools

Dick Johnston, Administrator
Division of Student Support
Higher Education Aids Board

Fred Hinickle, Deputy Secretary
Department of Health and Social Services

John Schmitt, President
Wisconsin State AFL-CIO

John David, Coordinator
CESA #9

Ron Geraghty, Supervisor Pupil Personnel
Oconomowoc Public Schools

Stan Spencer, Assistant Administrator
Job Service
Department of Industry, Labor and
Human Relations

Al Thurner, Director
Guidance Services
Milwaukee Public Schools

William Bechtel, Secretary
Department of Local Affairs and
Development

Carlton Roehrdanz
Data Processing Manager
CESA #16

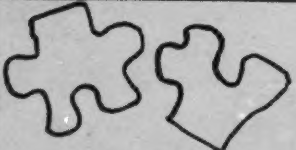
Robert Van Raalte
Assistant Superintendent
Division for Instructional Services
Department of Public Instruction

John Storlie
Computer Center Director
University of Wisconsin-La Crosse

Mary Gray, Vice President and
Personnel Director
First Wisconsin National Bank of Madison

Lorran Celley, Vocational Education
Consultant - Student Services
Wisconsin Board of Vocational,
Technical and Adult Education

Barbara Younger, Madison East High School
Student Representative



Occupational Information

The Wisconsin Occupational Information System (WOIS) is designed to provide quick, accurate and up-to-date occupational information for a wide variety of publics. Students, new entrants into the labor force, the underemployed, minority groups, educational and manpower planners, correctional institutions and vocational rehabilitation facilities are all potential users.

The information will be delivered through a variety of media, the primary delivery component being a computer utilizing a teletype or CRT receiver. Other components of the system include microfilm with an appropriate microfilm reader or reader/printer, printedmaterials, filmstrips, cassettes and slide-tape presentations. Detailed descriptions of over 400 occupations on a state and local level and over 1,300 job titles on a national level will be provided by the system. All or part of the following information will be used to describe the occupations.

Each occupation is assigned a six-digit code number from the Dictionary of Occupational Titles. This serves as a reference and source for exploring other occupations with related work characteristics. This code number provides keys to aptitudes, physical requirements, educational and training levels of the job. In addition, each occupation will be assigned the six-digit U.S. Office of Education code which identifies educational programs related to the occupations.

The purpose of each job will be defined followed by a detailed explanation of the specific duties and tasks of the work to be done. The working conditions or the environment in which the work is performed will also be explained. Information is included on where the work is done, i.e. inside, outside, assembly line or small office. Work hours, special limitations, temperature and climate conditions, the degree of physical involvement (including any special or dexterity problems), the amount of personal contact with others, and special environmental problems are detailed as well.

The WOIS is working closely with the Department of Industry, Labor and Human Relations and the Job Service Offices throughout the state to supply the system with accurate information on wages and job availability. Information on earnings including hourly rates, beginning, average, and maximum salaries are incorporated in the description. Other pay provisions, fringe benefits, vacation and other economic considerations are detailed. Any costs to the worker for union membership, tools, uniforms, and equipment are also found in this material.

There is a complete description of job supply and demand with employment forecasts on a state, regional and local level. If an area has unique employment characteristics or is dependent on one or several major employers, this, too, will be included. Breakouts of where the jobs are; how many people are employed in what jobs; the distribution of the workforce by special groups or sex; and any federal or state programs affecting employment will be explained.

Each job will list a formal career ladder indicating where individuals can move and the kinds and numbers of jobs available to them. An explanation of these advancement and promotional opportunities including promotion through salary increases, additional training, probationary activities or examination is part of the career ladder information.

Each occupational description includes pre-entry requirement information. Does the job necessitate a high school diploma or GED for entry? What courses or curriculum are needed for job preparation? Is this training received through vocational-technical schools, colleges, apprenticeships, hospital, or proprietary schools or on-the-job? All this is spelled out for the user.

A list of training institutions where specific programs leading to job preparation are identified. The program, school and location are listed along with other avenues of training, i.e. on-the-job or apprenticeship. If more than one method of job training exists, requirements for program entry will be explained along with names, addresses or other source locators. The cost of the training program for both professional and non-professional training is detailed.

Each description identified other jobs with similar work traits for the purpose of stimulating further exploration. This enables the users to investigate occupations within a job family giving them an opportunity to examine a broad spectrum of jobs and see the interrelationship of one job to another. It also serves as an opportunity for the user to judge whether the occupation is suitable and worth pursuing, or if further exploration of other occupations is necessary. In addition, several sources of additional occupational information are listed to encourage the user to seek other occupational resources. These may be sources within the WOIS or outside resources found in local communities, state, or national associations. School counselors, teachers, job service personnel and other human resources will be listed.

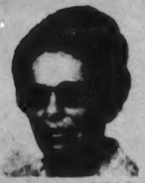
The Wisconsin Occupational Information System, by providing its users with this complete a job picture, will enable users to broaden their occupational awareness and ultimately make better job and career choices. This will allow people to function to their fullest potential in the world of work and in the society around them.

"The Wisconsin Occupational Information System represents a coordinated effort among the major state agencies to produce a career information system. The need for such a useful and effective information system for young people and adults in Wisconsin has been evident for some time. To this end, the Wisconsin Board of Vocational, Technical and Adult Education strongly supports WOIS and encourages each of the sixteen VTAE Districts to take advantage of the opportunity to participate in this important program."

Eugene Lehrmann, State Director
Wisconsin Board of Vocational,
Technical and Adult Education

"The University of Wisconsin System endorses the Wisconsin Occupational Information System. The proposed consortium arrangement of "providers" of information and "users" of information is to be commended. A superior career counseling information system such as WOIS will attract the university level students. I wish to assure you of our full cooperation and look forward to a successful program."

John C. Weaver, President
University of Wisconsin System



"The Department of Industry, Labor and Human Relations and its Job Service Division are pleased to participate in the Wisconsin Occupational Information System. Through the use of the program, youth and adults will be better able to make career and job decisions. We look forward with enthusiasm to sharing the program with our Job Service clients and are particularly interested in contributing to the policy-making body in establishing plans and direction for the WOIS project."

Virginia B. Hart, Chairman
Department of Industry, Labor and Human Relations

"The WOIS program will bring together occupational information produced by various state agencies and deliver it to young people and adults throughout the state. The Wisconsin Manpower Services Council is pleased to play a role in the coordination of the system and encourages all agencies to become involved as "providers" and "users" of the information."

Philip E. Lerman, Executive Director
Wisconsin Manpower Services Council

STAFF

The people responsible for putting all the pieces together to form the final WOIS picture are experts in their fields. The staff will gather and develop the information and manage the delivery system. The members will also be available to assist any user agency in disseminating the information to clients.

Dr. Roger Lambert, Associate Director of the Center, will serve as Executive Director of the WOIS program. Dr. Lambert will coordinate and supervise the WOIS operations, provide the necessary leadership to the organization's activities and serve as liaison to the Board of Directors.

John H. Richert, Deputy Director, will coordinate the WOIS operations with the user sites, insure the quick response to user requests, and monitor the scheduling of the production and distribution of materials.

David Miller, Occupational Information Manager, has the responsibility of supervising all information development activities, coordinating the efforts of the staff in the identification and analysis of the occupational information, synthesizing the utilization of appropriate information into concise materials and developing and directing the continuous updating of the system.

David Caulum, User Services Manager, will be supervising all user services activities and will also be responsible for the promotion of the program among potential user agencies. He will also coordinate in-service training activities for counselors and other user agency staff as well as direct contract negotiations between WOIS and user agencies.

Robert Demuth, User Services Specialist, will act as liaison between the WOIS and the various user agencies; will assist in the development of materials explaining the program and will aid in the design and planning of in-service training for counselors and other agency staff. He will also be available to respond to any problems or questions that may be raised by personnel in the agencies.

Carl Grady, Delivery Systems Specialist, will assist in the analysis of occupational information; coordinate the implementation, modification and adoption of the appropriate delivery system and will also handle problems arising in the delivery of the WOIS program.

Peter Oemichen, Information Development Specialist, will research, compile, analyze and report occupational information. He will also provide technical assistance in developing an information reporting format which will accomodate information required for WOIS users.

Additional personnel are under contract with the Department of Industry, Labor and Human Relations to produce localized occupational information. Other staff will serve as consultants on a part-time basis. Dr. Philip Perrone, Professor of Counseling and Guidance at the University of Wisconsin-Madison, will act as In-Service Training Supervisor and James Augustin will serve as Evaluation Specialist.

Center for Studies in Vocational & Technical Education

The Center for Studies in Vocational and Technical Education, University of Wisconsin-Madison, under the direction of Dr. Merle E. Strong, is a research, development and service Center organized to meet needs identified by vocational educators in Wisconsin and throughout the nation. As such, it was a reasonable choice to guide the implementation of the WOIS project.

The Center's staff has both the experience and background in dealing with multiagency projects. Several related projects and programs are already in progress. The Employability Skills program, the Career Education and Curriculum Materials Free Loan System and the High School Senior Preferential Survey are a few among the numerous activities and services conducted for the WOIS cooperating agencies.

Both the University of Wisconsin and the Center enjoy a respectable reputation in Wisconsin and around the nation for services which they perform. Both have conducted numerous studies and projects for the Department of Labor in the past and have developed a most satisfactory track record.

The Center maintains a close working relationship with the academic departments of the University especially faculty of the program areas of Business Education, Home Economics, Distributive Education, Agriculture Education, Administration, Guidance and Counseling, Curriculum and Instruction, and Behavioral Disabilities. Faculty from these departments serve on the Policy Recommending Committee and are frequently involved in Center activities and projects. The expertise available through the University has been tapped by the Center in the past and will be again in the future to the benefit of the WOIS program. Specfic areas of expertise applicable to the project include counselor in-service education, labor economics, computer consultants, evaluation expertise, media development, data gathering and utilization service and many more.

The work of the Center involves numerous state, local and national agencies some of which include local VTAE Districts, local high schools, CESA's, the Wisconsin Department of Public Instruction, the State Board for Vocational, Technical and Adult Education, the University of Wisconsin System, the Wisconsin Manpower Council, the Wisconsin Job Service, the Higher Education Aids Board, the U.S. Office of Education, the U. S. Department of Labor, and many other state and national units, departments and agencies. This working relationship enables the Center to serve as a catalyst in bringing together the various agencies and resources to solve common problems and implement such programs as the Wisconsin Occupational Information System.

Delivery System

Leasing is usually available for a comparably simple machine for about $60 a month. For the price, the purchaser will have a machine capable of printing copy.

With the teletype, paper copy collects on the floor in typical computer fashion. The type element hammers out the copy at ten characters per second—the speed of a slow reader or a fast typist. The teletype meets the requirements of most installations where a large body of users doesn't necessitate a faster interaction. In fact, this machine has been compared, perhaps unfairly, to a Volkswagen: kind of noisy and ugly, but still cheap and always dependable.

For those whose need is for a faster machine, the cathode ray tube (CRT) terminal with an attached thermal printer will usually give the same performance as the teletype at both TTY speed or up to three times as fast. Most CRT's with attached thermal printers, while varying considerably in design and appearance, are available on a lease agreement for between $160 and $400 per month and purchase costs range from $3000 to $9000. For most purposes the less expensive models are sufficient.

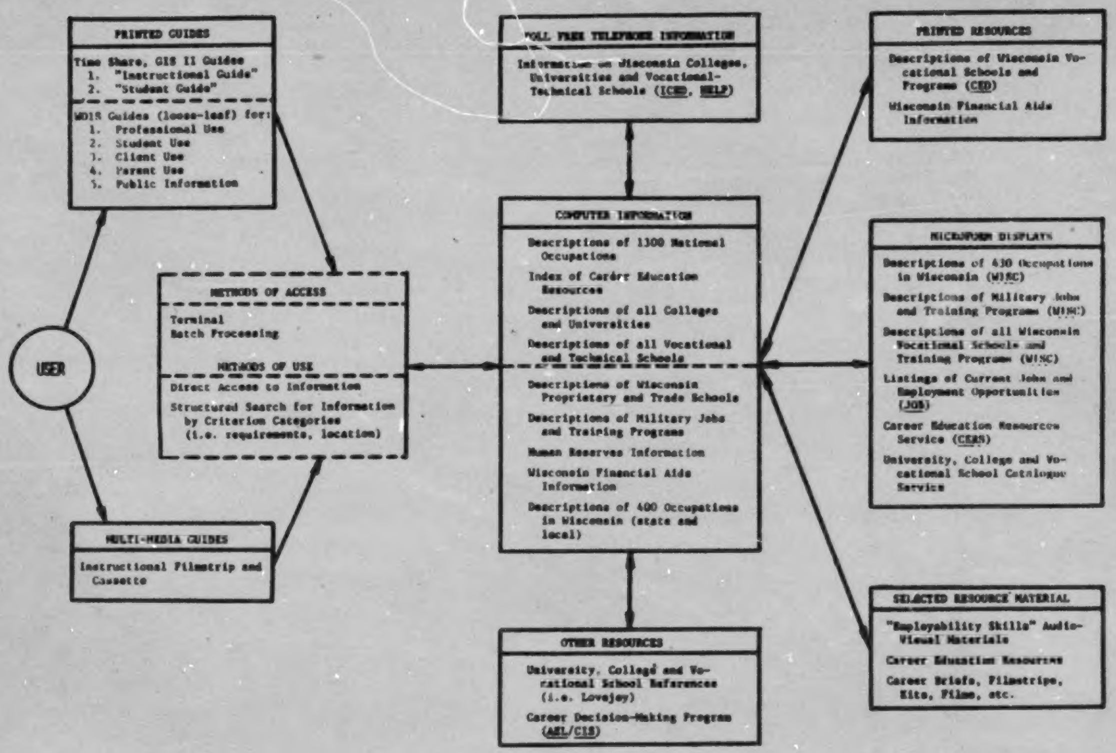
The thermal matrix printer derives its name from the method used to mark the paper. It utilizes a heat process instead of a hammering key. The printed alphabetic letters, numbers and symbols are made up in a dot-matrix pattern—a pattern of tiny dots visible only upon close inspection. Their paper output makes it possible to retain permanent records and, in fact, some matrix printers will make two copies at once.

While this kind of terminal printing attached to a CRT has many good features, its drawback is paper expense. Thermally-sensitive paper is more expensive than teletype newsprint. Yet, for some, the virtues of the matrix printer dramatically outweigh the disadvantage of paper cost.

Before a choice is made, the savings in computer connect time and the necessity for hard copy output should be considered.

If the terminal chosen does not have a way of connecting the telephone to the computer, an acoustic coupler will probably have to be added to the communications package. This device, which usually leases for about $20 a month, "translates" the electronic signals generated by the terminal over most voice-quality telephone lines. Simply dialing the number locating the computer by telephone guarantees that the users who are far distant from a sophisticated high speed computer facility will be able to make as much use of its capabilities as a user located in the same building with the computer.

WOIS DELIVERY DISPLAY


PRINTED GUIDES
Time Share, GIS II Guides
1. "Instructional Guide"
2. "Student Guide"
WOIS Guides (loose-leaf) for:
1. Professional Use
2. Student Use
3. Client Use
4. Parent Use
5. Public Information
USER
METHODS OF ACCESS
Terminal
Batch Processing
METHODS OF USE
Direct Access to Information
Structured Search for Information by Criterion Categories (i.e. requirements, location)
MULTI-MEDIA GUIDES
Instructional Filmstrip and Cassette
TOLL FREE TELEPHONE INFORMATION
Information on Wisconsin Colleges, Universities and Vocational-Technical Schools (ICHE, HELP)
COMPUTER INFORMATION
Descriptions of 1300 National Occupations
Index of Career Education Resources
Descriptions of all Colleges and Universities
Descriptions of all Vocational and Technical Schools
Descriptions of Wisconsin Proprietary and Trade Schools
Descriptions of Military Jobs and Training Programs
Human Reserves Information
Wisconsin Financial Aids Information
Descriptions of 400 Occupations in Wisconsin (state and local)
OTHER RESOURCES
University, College and Vocational School References (i.e. Lovejoy)
Career Decision-Making Program (AEL/CIS)
PRINTED RESOURCES
Descriptions of Wisconsin Vocational Schools and Programs (CED)
Wisconsin Financial Aids Information
MICROFORM DISPLAYS
Descriptions of 430 Occupations in Wisconsin (WISC)
Descriptions of Military Jobs and Training Programs (WISC)
Descriptions of all Wisconsin Vocational Schools and Training Programs (WISC)
Listings of Current Jobs and Employment Opportunities (JOB)
Career Education Resources Service (CERS)
University, College and Vocational School Catalogue Service
SELECTED RESOURCE MATERIAL
"Employability Skills" Audio-Visual Materials
Career Education Resources
Career Briefs, Filmstrips, Kits, Films, etc.

WOIS user notes...

Number 2
May, 1976

What should I do with the materials WOIS sends to me?

Ideally, you should save all materials sent to you by the WOIS staff. It should prove useful and assist you in making WOIS a more effective tool.

The User Notes that are sent to you every month should be placed in the back of your green instructional manual. They will serve as a ready reference for you. Progress reports on WOIS; new strategies for utilizing the computer information; errors or problems you can avoid -- all are part of the User Notes and good reasons why they're worth keeping.

The enclosed posters "WOIS is Coming" should be posted in heavy traffic areas and/or in the place where WOIS will be located (resource center, counseling suite, IMC, etc.). The poster with the balloon should be filled in with the date WOIS is going to be available this fall; who to see for more information; or where the terminal will be located. The information you put here is up to you--- use your imagination!

The "WOIS is Coming" explanation sheets ("What is It?", "Better Career Choices?", "How?", etc.) should be made available to staff, administration, and students who want to know more about the WOIS program. In the future, we will be sending you more materials (posters, brochures, etc.) to help you promote and better utilize WOIS. Through this effort we can assist you in making WOIS a viable career resource for students.

CENTER FOR STUDIES IN VOCATIONAL AND TECHNICAL EDUCATION
UNIVERSITY OF WISCONSIN-MADISON, 321 EDUCATION BUILDING (BOX 49), MADISON, WISCONSIN 53706 TEL: (608) [illegible]66-7032, 263-2725

What kinds of inservice will WOIS provide?

Several responses to the letter which we sent to you in April have caused us to decide that our initial idea of holding inservice in May would not be appropriate for many users. Thus, we have chosen to begin our inservice training at the beginning of the next school year. We will inform you as early as possible of the dates of inservice training in your area.

We plan three types of inservice training. The first inservice session will be with all coordinators served through a Distribution Center. The purpose of this inservice will be to introduce the WOIS to you, to demonstrate the content of the system, and to introduce you to the different manuals available with the system. The second type of inservice, which will be planned bi-annually, will be for small groups of from five to seven coordinators served through a Distribution Center. The purpose of this inservice is to provide the opportunity to discuss implementing and using the system. It will also provide an opportunity for a more personal discussion on the use of various components of WOIS. The third type of inservice will be carried out during on-site visitation to your facility. Beside making ourselves available to answer any specific questions you might have, we will be available, at that time, for inservice training with any other people who might be interested. Basically, we will allow you to plan our day at your facility giving you some guidelines of how you might best utilize our services.

Is there anything a coordinator should do to prepare for next year?

Many of you will have WOIS available through a computer terminal which must be shared with others for instructional computing services. While sharing a terminal for different purposes produces cost efficiency, it does present certain problems of access. Use of a terminal in mathematics and science can be extensive particularly if it is used to support individualized instruction. We believe that the use of a terminal for delivery of occupational and educational information allows the terminal to be used by a more diverse population of students; thus, the cost of the terminal becomes more justifiable. Next year, the first operational year of WOIS, we anticipate that a coordinator in a school will need the terminal available one day per week for every 100 seniors. As the program becomes more integrated into the career education efforts of the school, we anticipate that the amount of time needed will gradually increase.

You may want to discuss this situation with current users of the terminal to establish your need for the terminal in the coming year. If you do not already have a "jack" installed in the guidance office or the career resource center, you may wish to have this done. Having one installed would insure that when the terminal was available to you, you could locate it in an area which would be convenient to all students. We understand that installation of an additional jack would be relatively inexpensive.

Why isn't there a vocational inventory in the program?

There are really two reasons why a vocational inventory has not been included in WOIS. First, the cost of implementing a vocational inventory including the capability of analyzing the results and providing output would be high. Second, we do not believe that an inventory exists which has the demonstrated validity to be used to select an occupation.

Used effectively, we believe that WOIS serves those needs claimed to be met by inventories and does so in a manner which is more valid and useful. The structured search of the occupational files allows users to obtain lists of occupations based upon their interests, values, and needs as reflected against the activities, skills, and other characteristics of occupations. In addition, WOIS will have available later next year an "Exit Program" which will quiz users on the results of their use of the system and provide them with feedback to further their career exploration. Finally, WOIS, while built to be used independently, is best used in conjunction with discussions with a counselor, advisor or parent. We strongly believe that information and access to information is only one part of career exploration; interaction with a person supplies another essential element.

What can we expect in the next issue of User Notes?

You will find that this question will appear at the end of each issue of User Notes. Hopefully, should you have input on the topics to be discussed, you would contact us so that your comments could be included. The June issue of User Notes will include an overview of the materials which will be available to you in the fall. We will also attempt to provide you with some background on information development: how is information in WOIS obtained; how often will information be updated; and what will the information look like.

David Caulum, Ph.D.
User Services Manager
(608) 263-2725

Bob DeMuth, User Services
Specialist
(608) 266-7032

WOIS is coming

What Is It?

WOIS is the Wisconsin Occupational Information System

WOIS is designed to help people make better career choices.

Better Career Choices? How?

WOIS has complete information on occupations on both a national and state level.

WOIS has information on all colleges and universities in the country.

WOIS has information on all Vocational-Technical schools; all UW Center System campuses; and all approved proprietary schools in Wisconsin.

WOIS has information on financial aids and scholarships.

WOIS has human resources one can contact for information.

Where Can I Find WOIS?

WOIS will be available to your school this fall!

How Can I Learn More About WOIS?

Contact the Wisconsin Occupational Information System:
[608] 266-7032 or 263-2725.

WOIS

Wisconsin Vocational Studies Center
UNIVERSITY OF WISCONSIN–MADISON, 321 EDUCATION BUILDING (BOX 49), MADISON, WISCONSIN 53706, TEL: 608-263-3696

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

COMPUTERIZED INFORMATION - The computer provides information through several files:

- **NOCC** - A national occupational file describing 1,300 occupations.
- **SOCC** - A state occupational file describing 400 jobs in Wisconsin.
- **COL4** - An educational training file describing all 4 year colleges and universities in the country.
- **STET** - An educational training file describing over 100 Wisconsin VTAE schools, hospital schools, proprietary schools, and U.W. Center campuses.
- **SAID** - A financial aid and scholarship file providing information on financial aid and scholarships in Wisconsin.
- **HUMR** - A human resources information file.

The computer also has information on the military and career education.

MICROFILM INFORMATION - The WISC program is the microfilm component and provides the following information:

- Descriptions of over 400 jobs found in Wisconsin.
- All VTAE schools, hospital schools, proprietary schools, and U.W. Center campuses in Wisconsin.
- Occupational and training opportunities in the military.
- Other microfilm components include career education resources, Job Service information, and college and university catalogue services.

PRINTED RESOURCES - The printed resources include:

- Occupational briefs.
- Descriptions of jobs by industries in Wisconsin.
- A career education directory from VTAE.
- Information on Wisconsin financial aid and scholarships.

TOLL-FREE TELEPHONE INFORMATION - Two toll-free telephone numbers providing post-secondary school information:

- Project ICED (1-800-472-0024) - for VTAE System information.
- Project HELP (1-800-362-8025) - for U.W. System information.

HUMAN RESOURCES - A file of human, community based resources which include:

- Counselors
- Job Service personnel
- Teachers
- Business & Industry people
- Parents

OTHER RESOURCES - Other resource components of WOIS include:

- Filmstrips
- Commercial Publications
- Career Kits
- Career Education Materials
- Cassettes

WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Telephone: (608) 263-2725

WISCONSIN VOCATIONAL STUDIES CENTER, UNIVERSITY OF WISCONSIN-MADISON
321 Education Building, Box 49, Madison, Wisconsin 53706 Tel. (608) 263-3696

Criteria

November 3, 1975

MEMORANDUM

TO: Computing Centers in the State of Wisconsin

FROM: Roger Lambert, Project Director, Wisconsin Occupational Information System

SUBJECT: PROPOSED CRITERIA FOR SELECTION OF REGIONAL DISTRIBUTION CENTERS FOR WOIS

The WOIS currently under development will provide occupational information on a state-wide basis. At present, the four computer sites listed below are capable of delivering the program. Additional delivery sites are needed and the WOIS Board of Directors has requested that guidelines be developed to help in the selection process. Time Share Guidance Information System (GIS) will deliver occupational and other career related information to high schools, post-secondary institutions, job services offices and others. Already selected distribution sites include Green Bay (CESA 9), Waukesha (CESA 16), LaCrosse (U/W--LaCrosse) and Madison (U/W--Madison). A more complete description is attached.

Currently, we have identified three areas of concern in selecting additional Distribution Centers: first, hardware capabilities; second, merchandising and user services capabilities; and third, user cost. We would appreciate your directing comments and suggestions to these or other areas.

HARDWARE CAPABILITIES

1. Computing center hardware must be compatible with the Time Share software and ideally, similar to existing hardware which Time Share currently operates on.

2. Computing center services should have sufficient mass storage (or on-line storage) to permit a data base of adequate core requirement to remain on-line throughout the day and early evening.

3. Computing facilities must be capable of identifying individual users accessing the WOIS components.

4. The Distribution Center must have time-sharing capability, that is, be accessible from a terminal remote to the computer site, either by leased line or telephone interface, and permit on-line as well as batch processing input.

5. Some typical installations that have already implemented the Time Share software are the PDP 11's, HP 2000E, and the Univac 1110.

6. The Regional Center should have the potential capability of serving at least 60 users.

MERCHANDISING AND USER SERVICES CAPABILITY

1. Regional Distribution Centers should be willing to actively solicit clients by merchandising WOIS to a wide variety of users. Having instructional or other programs available for users is desirable, but not mandatory.

2. Mailing capability from the computer facility to individual users will be necessary where large amounts of output prohibit printing at the terminal. Mail turnaround time should be less than 10 days.

3. Regional Distribution Centers will utilize WOIS materials and in-service presentations to insure the fullest and most effective use of WOIS with clients. Materials developed by the WOIS staff in support of the information system will be distributed through the Regional Distribution Centers.

4. The Distribution Center must have the capability of providing trouble shooting for problems of a technical nature which occur at user sites.

USER COSTS

1. Costs involved in operation of GIS II should be comparable across the state. The regional computing centers will agree to abide by the user rates set by the WOIS Board.

2. User fees will be shared with regional delivery sites as determined by the WOIS Board.

We encourage your interest and sincerely hope you will express your views on the criteria mentioned. Please feel free to call John Richert at (608) 263-5053 or Carl Grady (608) 263-4861.

POLICY ON INTERAGENCY RESPONSIBILITIES IN THE DISTRIBUTION OF WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

Adopted by Board of Directors
December 16, 1975

These policy statements cover:

- I. Responsibilities of WOIS Staff to Distribution Centers
- II. Responsibilities of Distribution Centers to User Groups and WOIS
- III. Responsibilities of WOIS Staff to User Groups
- IV. Desirable Committment of User Groups to WOIS
- V. Procedures Regarding GIS and WOIS Materials
- VI. Prerequisites to Implementation of the WOIS on Regional Computers

I. Responsibilities of WOIS Staff to Distribution Centers:

1. Develop documentation for operating the computer software and provide copies to Distribution Centers in accordance with the policies of policy statement V.
2. Record necessary data collected by Distribution Centers and WOIS User Specialists and provide copies to Distribution Centers as well as other agencies.
3. Develop and enhance WOIS materials for distribution to User Groups.
4. Provide periodic in-service and in-service materials to Distribution Centers.
5. Determine state-wide cost parameters for distribution of WOIS and recommend a suitable cost recovery program for state-wide Distribution Centers.
6. Provide trouble-shooting assistance to Distribution Centers sufficient to alleviate problems which arise in development processing and accessing the WOIS software and hardware.
7. Provide the required support materials for operation of the WOIS to Distribution Centers and approve the use of ancillary support systems developed and disseminated by a Distribution Center initiative.
8. Provide establishment of guidelines for advertising and promoting the WOIS.
9. Develop operational guidelines and suggestions for the dissemination of the WOIS and solicitation of additional users.

For further information, contact Dr. Roger Lambert, Center for Studies in Vocational and Technical Education, 321 Old Education Building, University of Wisconsin, Madison, Wisconsin 53706, (608)263-2704

II. Responsibilities of Distribution Centers to User Groups and WOIS:

1. Provide complete and up-to-date documentation on using the computer.
2. Maintain supplementary education to WOIS staff efforts with User Groups which enables them to use WOIS proficiently. In-service should proceed along guidelines established by the WOIS.
3. Maintain a satisfactory liaison with User Groups for reporting trouble shooting needs and logging all difficulties for referral to the Delivery Systems Specialist.
4. Deliver ancillary and support materials used within and developed by the WOIS staff to User Groups.
5. Inform potential users and distribute materials within guidelines established by WOIS, making clear that a particular Distribution Center is an authorized agent of WOIS.
6. Participate with WOIS staff in the solicitation of User Groups for use of WOIS within guidelines established and prescribed by the WOIS.
7. Provide WOIS at a price compatible within parameters established by WOIS Board of Directors.

III. Responsibilities of WOIS Staff to User Groups:

1. Provide a complete, up-dated, integrated information system.
2. Maintain reasonably trouble-free delivery of information from the WOIS.
3. Produce and distribute through Regional Distribution Centers manuals, guides, posters and other materials which will aid in effective and efficient utilization of WOIS. See V. Procedures Regarding GIS and WOIS Materials.
4. Prepare guidelines and provide in-service training in the effective and efficient use of WOIS.
5. Provide in-service training for WOIS coordinators.
6. Promote an integrated career education system.
7. Provide sample news articles, information briefs, demonstration program formats, etc., for User Groups.

IV. Desirable Committment of User Groups to WOIS:

1. Assign a professional as WOIS coordinator with the authority and responsibility to serve as a contact person regarding evaluation, in-service training, information dissemination and on-site integration and promotion.

2. Provide staff time for in-service training.

3. Have essential support materials, guides and manuals available for professional staff and individual users.

4. Allow enough accessible terminal time so that each potential user will have ample opportunity to interact with the system.

5. Have the terminal and support materials located in an area easily accessible to all users.

6. Gather data as required in guidelines set by WOIS for user feedback.

7. Attempt to integrate WOIS into an integrated career education system.

8. Inform the community of WOIS and its benefits.

9. Inform and distribute materials within guidelines established by WOIS, making clear that WOIS is the proprietary agent.

10. Agree not to change WOIS materials or processes without prior approval of WOIS.

11. Utilize the WOIS in accordance with cost parameters set by the Board of Directors of WOIS.

12. Report to Regional Distribution Centers trouble which may arise in using WOIS.

13. Participate in the evaluation process as required by WOIS.

14. Promote user involvement, usage and feedback.

V. Procedures Regarding GIS and WOIS Materials:

1. 100 GIS Student Guides will be distributed free to each Distribution Center. Additional Student Guides may be purchased from WOIS.

2. One GIS Instruction Manual will be distributed free to Distribution Centers for each new User Group.

3. Five WOIS Student Guides will be distributed free to distribution sites for each User Group. Additional WOIS Student Guides will be distributed at cost. Supplements for modifications to WOIS Student Guides will be at no cost until the end of the second year and will be distributed per WOIS Student Guides in service.

4. Three WOIS Instruction Guides will be distributed free to Distribution Centers and one additional WOIS Instruction Guide will be distributed for each new User Group. Additional WOIS Instructional Guides will be distributed at cost. Supplements or modifications to the WOIS Instructional Guide will be distributed at no cost until the end of the second year and will be distributed per WOIS Instructional Guides in service.

5. All of the materials produced by WOIS will be distributed at cost except for three free copies to each Distribution Center for demonstration purposes.

Hardware Considerations

VI. Prerequisites to Implementation of the WOIS on Regional Computers:

1. Regional Distribution Centers must first have time-sharing capabilities with the capacity to write their own programs.

2. They must be able to support random files with at least two million to five million characters of disk space.

3. Regional Distribution Centers should have capability of transferring magnetic tape drives for transfer of data. This will allow the program and data to be transferred from one center to another and facilitate updates.

4. Hardware must be compatible with that upon which Time Share has or will implement the GIS system.

5. The Centers should have the capability of serving at least 32 terminals.

6. Centers must be willing to inform and educate clients for WOIS.

7. Mailing capabilities from the Computer Center to individual users must allow a turn-around time of less than 10 days.

8. Staff of Regional Distribution Centers must be committed to reporting trouble-shooting problems of a technical nature to WOIS.

Application for Distribution Status

Description of Delivery and Service Capabilities

I. Check one of the following indicating the type of delivery center for which you are making application:

_____ Regional Distribution Center: A center which will distribute the WOIS to all potential users within a primary geographic region.

_____ Closed Distribution Center: A center which will distribute only to specific user groups, such groups being named within this application.

II. If you are applying as a Regional Distribution Center, please fill out the map attached to this application as follows: Place an "X" in each county or part of a county which would fall within your primary service area.

III. If you are applying as a Closed Distribution Center, attach a separate sheet listing all the facilities by name and address which you anticipate will have access to the WOIS through your center.

IV. Carefully complete the attached forms titled "Itemized Costs of Delivery". If you are applying as a Regional Distribution Center, all items must be completed; if you are applying as a Closed Distribution Center, your best estimate is sufficient, recognizing that some items may not be applicable. There are two forms, A and B. Complete form A to reflect your costs to users at this time. Complete form B to reflect your costs if your system were fully utilized as opposed to current costs when not fully utilized. (i.e., if your facility has a 32 port capacity but you now have only 20 full-time users.) If there would be no difference, write "none" on form B.

V. Answer each of the following questions as completely as possible in the space provided. (Attach additional sheets if more space is needed)

A. Specifically describe your computer hardware. (i.e., type of equipment, number of ports available for the WOIS, peripheral devices and capacity, etc.)

B. Describe services which you provide to users with regard to obtaining or maintaining equipment needed for computer services. (i.e., installation, leasing equipment, maintenance)

C. Describe services which you provide to users with regard to their use of computer services. (i.e., how to use equipment, understanding the equipment, using most effectively, etc.)

D. Do you anticipate any changes in the above information, Items A, B or C?

YES _____ NO _____

If yes, please describe such changes and when they will occur.

VI. If you currently are providing instructional time-sharing types of services to users, please list the name and address of each on a separate sheet.

VII. Carefully read the two WOIS documents which are attached. Check each in the space provided if you agree that you probably could accept and use such documents as written.

_____ Agreement between the WOIS and the Distribution Center

_____ The "WOIS Standard of Use" (CN-20a)

(If you have not checked any or all of the above, attach a separate sheet indicating your disagreement)

VIII. If needed, do you have the approval of your institution's decision-makers to pursue this application?

YES _____ NO _____

IX. If you are applying as a Regional Distribution Center, a market analysis by the WOIS staff may be required. Nevertheless, in the space below indicate the type of commitment that you have regarding user groups adopting computer services in your primary service area.

Signature ..... ____________________

Name .... ____________________

Institution ... ____________________

Address .... ____________________

Appendix IV-G

April, 1976

DISTRIBUTION AGREEMENT
for
THE WISCONSIN OCCUPATIONAL INFORMATION SYSTEM

1. Whereas it is herein accepted that this agreement shall cover the use of a data base information system called the Wisconsin Occupational Information System (WOIS) and that this data base shall be provided under the terms of this agreement by the WOIS staff acting as agent for the Board of Directors of the WOIS, hereinafter called the BOARD, and whereas a computer center, hereinafter called a DISTRIBUTION CENTER, wishes to provide this data to schools, agencies, institutions, hereinafter called USER(S), as a part of its instructional services available by computer, this agreement is entered this _____ day of ____________ by and between the BOARD and the DISTRIBUTION CENTER. The purpose of this agreement is to make available the necessary software for operation of the WOIS System for the period of ____________________ to ____________________.

2. SCOPE OF AREA TO BE SERVICED: THE DISTRIBUTION CENTER is authorized by THE BOARD to provide the WOIS solely to ______________________________

____

____

____

____

____

____

If specific USERS are not identified above, then, THE DISTRIBUTION CENTER agrees to inform THE BOARD, in writing, of the intent to provide service to (a) specific USER(S) prior to commencement of service and to insure that THE USER(S) is in compliance with and aware of any and all provisions in this agreement.

3. AGREEMENT TO PROVIDE: THE BOARD agrees:

   (a) to provide such inservice training which is necessary to insure that USERS understand the basic functioning of the WOIS;

   (b) to provide additional inservice training to USERS for insuring enhancement of WOIS use by THE USER;

   (c) to produce and distribute manuals, guides, posters, news articles, information briefs, idealized program formats, and other materials which will aid in the effective and efficient utilization of WOIS;

(d) to provide a complete periodically updated, integrated information system containing the following computerized information files, as they become available for general use: a national occupational file, a state occupational file, a state human resources file, a state financial aids file, a national four-year college file, and a state vocational and training file; and

(e) to provide the following: Five WOIS Student Guides will be distributed free to distribution sites for each USER. Additional WOIS Student Guides will be distributed at cost. Supplements or modifications to WOIS Student Guides will be at no cost until the end of the second year and will be distributed per WOIS Student Guides in service. Three WOIS Instruction Guides will be distributed free to DISTRIBUTION CENTERS and one additional WOIS Instruction Guide will be distributed for each new USER. Additional WOIS Instructional Guides will be distributed at cost. Supplements or modifications to the WOIS Instructional Guide will be distributed at no cost until the end of the second year and will be distributed per WOIS Instructional Guides in service. All other materials produced by WOIS will be distributed at cost except for three free copies to each DISTRIBUTION CENTER for demonstration purposes.

4. AGREEMENT TO OBSERVE: THE DISTRIBUTION CENTER agrees that it shall observe the following in any activity relating to the WOIS:

(a) all materials describing DISTRIBUTION CENTER services available through the WOIS shall prominently identify the WOIS as the provider of the service;

(b) THE DISTRIBUTION CENTER shall obtain THE BOARD'S prior written approval for any materials which are used to assist in the provision of USER services, including instructional guides, questionnaires, etc.;

(c) THE DISTRIBUTION CENTER shall use its best efforts to keep THE BOARD advised of all USER complaints involving the WOIS;

(d) THE DISTRIBUTION CENTER shall provide to THE BOARD with copies of any and all contracts signed with any USER having access to the WOIS; and

(e) THE DISTRIBUTION CENTER will deliver the WOIS only to those USERS that have attended the WOIS inservice training session for new USERS. Attendance of the WOIS USER Coordinator is mandatory prior to system utilization.

5. AGREEMENT REGARDING INSERVICE: THE DISTRIBUTION CENTER agrees to provide inservice training in the mechanical use of terminals and in procedures for use of their computing system. THE DISTRIBUTION CENTER also agrees to facilitate BOARD'S inservice training by providing its facility and use of its system as needed by THE BOARD for this purpose.

6. SUPERVISION: THE DISTRIBUTION CENTER shall be exclusively responsible for the supervision, management and control of its use of the software and data files covered by this agreement including implementing sufficient procedures to assist its USERS in the most efficient use of the WOIS System. In addition, THE DISTRIBUTION CENTER agrees that ______________________ will serve as System Coordinator for this agreement. The coordinator will be:

   (a) provided with instructions relative to provision of security for system components;

   (b) provided with plans and materials for inservice training program participation;

   (c) provided with information and materials for effective operation of USER SITES;

   (d) provided with information and materials to promote and enhance client use of WOIS; and

   (e) provided with inservice training regarding use of the software and data files.

7. OPERATIONAL AGREEMENT: THE DISTRIBUTION CENTER agrees that it will make available to USERS and THE BOARD any and all of the following as required by THE BOARD:

   (a) the capability of monitoring usage of the WOIS as part of the computer program as required by THE BOARD;

   (b) any and all files and programs developed for the WOIS; and

   (c) the capability of allowing USERS to provide on-line feedback via their terminal, with the provision, if required, that this information would be forwarded to THE BOARD within three working days of transmission.

8. REQUIREMENTS OF USERS: THE DISTRIBUTION CENTER will require all USERS:

   (a) to assign a professional as WOIS USER Coordinator with the authority and responsibility to serve as a contact person regarding evaluation, inservice training, information dissemination and on-site integration and promotion;

(b) to allow the designated USER Coordinator to attend inservice training at a DISTRIBUTION SITE as required by the WOIS BOARD of Directors prior to the use of the system by the USER, and to support THE BOARD'S inservice training programs to maximize the use of the WOIS;

(c) to arrange for essential support materials, guides and manuals in ample quantity for professional staff and individuals;

(d) to make available enough accessible terminal time so that each individual will have ample opportunity to interact with the system as required by their individual needs;

(e) to allow use of the WOIS only to USERS who have paid the WOIS cost, if any, but regardless of cost, any individual using the WOIS is bound by this agreement;

(f) to inform others and to distribute materials within guidelines established by WOIS, making clear that WOIS is the proprietary agent;

(g) to participate in the USER feedback system designed for utilization with WOIS;

(h) to promote and publicize WOIS so as to insure its utilization and its support by the community; and

(i) to attempt to integrate WOIS into a career education system and with existing career education resources.

9. DELIVERY FEE: THE DISTRIBUTION CENTER agrees to provide the WOIS to USERS at costs which are itemized and have been identified to THE BOARD and USERS. Costs will be itemized in three categories: (a) a computer connect cost including staff support; (b) a telecommunications cost with an explanation of how it was obtained; and (c) a terminal or equipment leasing cost when appropriate.

10. WOIS COST: A fee to support the WOIS central operation will be determined according to formulas adopted by THE BOARD. THE DISTRIBUTION CENTER will collect and remit this fee to THE BOARD. Any other fees associated with the delivering of the WOIS to USERS must have prior BOARD approval and must be disclosed, with an explanation, to USERS.

11. OWNERSHIP: THE DISTRIBUTION CENTER acknowledges the title of THE BOARD to the system and covenants not to attach the title of THE BOARD nor to express or imply to any other party that THE DISTRIBUTION CENTER has any rights to the system except as expressly provided in this agreement.

12. NONASSIGNMENT: THE DISTRIBUTION CENTER shall not assign or sub-contract this agreement and shall not sell, lease, loan, copy or otherwise share this system with any third party. THE BOARD shall not unreasonably withhold its consent to assignment of this agreement to any successor to THE DISTRIBUTION CENTER.

13. USE OF LICENSED SYSTEM: THE DISTRIBUTION CENTER agrees to use equipment, information files, and other materials obtained through or developed by THE BOARD for the sole purpose of implementing WOIS. THE DISTRIBUTION CENTER further agrees to make no modifications to hardware or software covered by this agreement without express written approval of THE BOARD.

14. EQUIPMENT: Equipment provided by THE BOARD shall remain at all times in the sole possession of THE DISTRIBUTION CENTER at ______________________________ ______________________________, except when movement has been authorized in writing by THE BOARD.

15. NONDISCLOSURE: While this agreement is in effect, it is recognized that it will be necessary for THE BOARD to disclose to THE DISTRIBUTION CENTER confidential information concerning the operation, functioning, and use of the WOIS System. THE DISTRIBUTION CENTER agrees that it may not, while this agreement is in effect or thereafter, at any time, disclose this information to any third party except as expressly permitted herein.

    THE DISTRIBUTION CENTER agrees that it may disclose this information to its own employees to insure compliance with the requirements of this agreement only to the extent necessary.

16. MALFUNCTIONS AND/OR DAMAGE: THE DISTRIBUTION CENTER agrees that it shall be liable for all costs incurred in the correction of malfunctions and/or repair of damage caused by its negligence or the malicious or destructive use of software and/or hardware by its employees and agents.

17. LIMITATIONS OF LIABILITY: If the program (software) covered by this agreement, is not operational upon installation and cannot be made operational within thirty (30) days thereafter THE DISTRIBUTION CENTER'S sole remedy shall be termination of this agreement. THE BOARD shall not be liable for any costs or any other damages, including consequential, sustained by THE DISTRIBUTION CENTER as a result of inoperability.

    THE BOARD agrees to notify THE DISTRIBUTION CENTER as soon as it becomes apparent that the agreed upon date cannot be met and to state the reasons for such failure.

18. NO WARRANTY: Any oral or written statements to the contrary not withstanding, THE BOARD does not warrant the fitness of the WOIS for any particular purpose.

19. DEFAULT BY THE DISTRIBUTION CENTER: Upon default by THE DISTRIBUTION CENTER in its obligations THE BOARD shall have the right to specific performance and the right to terminate this agreement in addition to THE BOARD'S other remedies at law or in equity.

20. NON-APPROPRIATION: Any provisions of this agreement to the contrary, this agreement may be terminated by THE DISTRIBUTION CENTER if sufficient funds are not appropriated to it for the acquisition of services essentially similar to those covered by this agreement, provided, that (a) written notice is given to THE BOARD at least sixty (60) days prior to the first day on non-appropriation, (b) THE DISTRIBUTION CENTER has exhausted all funds legally available for payment due under this agreement, and there is no other legal procedure by which payment can be made to THE BOARD, and (c) the non-appropriation did not result from any act or failure to act on the part of THE DISTRIBUTION CENTER. If, however, funds are subsequently appropriated or otherwise acquired by THE DISTRIBUTION CENTER at any time during what would otherwise have been the term of this agreement for the acquisition of services and functions which in whole or in part are essentially similar to the services and functions covered by this agreement, THE DISTRIBUTION CENTER shall purchase, lease, or otherwise acquire such equipment to perform such services and functions from THE BOARD for the term covered by this agreement.

21. BOARD'S RIGHT OF TERMINATION: THE BOARD may terminate this agreement at any time with or without cause upon sixty (60) days written notice to THE DISTRIBUTION CENTER.

22. OBLIGATIONS UPON TERMINATION: Within fifteen (15) days of the termination of this agreement, THE DISTRIBUTION CENTER shall deliver to THE BOARD a duly executed certificate attesting that there are no outstanding copies in whole or in part in any form of any of the materials or programs covered by this agreement and attesting that THE DISTRIBUTION CENTER has observed and will continue to observe the requirements of paragraph 15 of this agreement.

23. WHOLE AGREEMENT: This agreement shall constitute the whole agreement between the parties and shall not be modified, waived or discharged except as provided herein and in writing duly signed by the authorized representative of each party. This agreement supercedes all proposals, oral or written, and all other prior communications between the parties relating hereto. Any waiver by either party of any requirement of this agreement shall not constitute a waiver of any other requirement of this agreement nor of the same requirement on a separate occasion.

H. James Jackson
Chairperson, THE BOARD

Date

Date

Authorized Agent for
THE DISTRIBUTION CENTER

Quarterly Financial Information Report

Quarter ending October 13, 1975

Wisconsin
(State)

Budget Items	Source of Funds			
	Federal	State	Other*	Total
Salaries and Wages				
Managerial & Professional	$ 8,765.54			
Clerical	1,715.91			
Total	10,481.45			
Fringe Benefits	1,916.09			
Total Personnel Expense	12,397.54			
Direct Costs				
Consultants Fees				
Travel Expense	593.76			
Supplies	2,000.20			
Equipment	1,785.00[1]			
Computer Processing Costs	1,583.00[2]			
Printing	265.21			
Other (i.e., postage)	100.00			
Contracted Services	6,088.00[3]			
Total Direct Costs	12,415.17			
Indirect Costs				
Rent				
Overhead	1,985.02			
Total Indirect Costs	1,985.02			
Total	26,797.73			

* user fees, sales of materials, etc.

[1] 20,350.00 encumbered

[2] 19,000.00 encumbered

[3] 63,928.000 encumbered

OMB Approval No. .124

FINANCIAL STATUS REPORT

1. Federal Agency and Organizational Element: Department of Labor - NOIS

2. Federal Grant No. or Other Identifying No.: T30A-76-100

ame and Address of Grantee Organization:
Wisconsin Manpower Council
Madison, Wisconsin 53703
ub-Grantee: University of WI/Madison
Center for Studies in Voc & Tech Ed

4. Employer Identification No.: IRS ID#39-6028867

5. Grantee Account No. or Identifying No.: U/W Acct. No.: 144-G886

6. Final Report: ☐ Yes ☒ No

7. Basis of Report: ☐ Cash ☒ Accrued Expenditures

8. Project Period (Month, Day, Year) FROM 07 | 14 | 75 TO 07 | 13 | 76

9. Report Period (Month, Day, Year) FROM 07 | 14 | 75 TO 10 | 13 | 75

STATUS OF FUNDS	PROGRAMS — FUNCTIONS — ACTIVITIES						
	(1) Info Devel	(2) User Serv	(3) Gen'l Mgt	(4) Pre-Pro Eva	(5) WOIS Consort	(6) Del'y Syst	TOTAL
Total outlays previously reported	0	0	0	0	0	0	0
Total program outlays this period	8,146.51	7,315.78	5,198.76	937.92	1,018.31	4,180.45	26,797.73
Less: Program income credits	0	0	0	0	0	0	0
Net program outlays this period	8,146.51	7,315.78	5,198.76	937.92	1,018.31	4,180.45	26,797.73
Total program outlays to date	8,146.51	7,315.78	5,198.76	937.92	1,018.31	4,180.45	26,797.73
Less: Non-Federal share of program outlays	0	0	0	0	0	0	0
Total Federal share of program outlays	8,146.51	7,315.78	5,198.76	937.92	1,018.31	4,180.45	26,797.73
Total unpaid obligations	0	0	0	0	0	0	0
Less: Non-Federal share of unpaid obligations	0	0	0	0	0	0	0
Federal share of unpaid obligations	0	0	0	0	0	0	0
Total Federal share of outlays and unpaid obligations	8,146.51	7,315.78	5,198.76	937.92	1,018.31	4,180.45	26,797.73
Total Federal funds authorized	91,047.70	81,763.23	58,102.81	10,482.47	11,380.95	46,721.84	299,499.00
Unobligated balance of Federal funds	82,901.19	74,447.45	52,904.05	9,544.55	10,362.64	42,541.39	272,701.27

Indirect Expenses a. Type of rate (Mark box)

☐ Provisional ☐ Final

☒ Predetermined ☐ Fixed

Rate: 8%	c. Base: $26,797.73
Total amount: $2,143.82	e. Federal share: $2,143.82

12. REMARKS (Attach additional sheets if necessary)

13. CERTIFICATION — I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Name: Dr. Roger Lambert

Title: Exec. Dir.

TELEPHONE: Area Code 608 Number 263 Ext. 2704

Signature of Authorized Official:

Date Report is Submitted:

Financial Status Report

Wis..nsin
(State)

QUARTERLY FINANCIAL INFORMATION REPORT
Quarter Ending January 13, 1975

Budget Items	Expenditures To Date	Expenditures This Quarter and Source of Funds			
		Federal	State	Other*	Total
Salaries and Wages					
Managerial & Professional	$ 32,792.14	$ 24,026.60			
Clerical	6,807.64	5,091.73			
Total	39,599.78	29,118.33			
Fringe Benefits	6,993.47	5,077.38			
Total Personnel Expense	46,593.25	34,195.71			
Direct Costs					
Consultants Fees	0.00	0.00			
Travel Expense	2,854.39	2,260.63			
Supplies	2,313.13	313.13			
Equipment	5,907.00	4,122.00[1]			
Computer Processing Costs	5,987.07	4,404.07[2]			
Printing	896.68	631.47			
Other	526.34	426.34			
Contracted Services	21,398.61	15,310.61[3]			
Total Direct Costs					
Indirect Costs					
Rent	0.00	0.00			
Overhead	5,945.53	3,960.51			
Total Indirect Costs	5,945.53	3,960.51			
TOTAL	80,264.56	53,466.83			

*User fees, sales of materials, etc.

[1] 20,350.00 encumbered

[2] 17,500.00 encumbered

[3] 57,236.00 encumbered

OMB Approval No. 29-R0224

FINANCIAL STATUS REPORT	1. Federal Agency and Organizational Element: Department of Labor - NOIS	2. Federal Grant No. or Other Identifying No. T30A-76-100

Name and address of Grantee Organization Wisconsin Manpower Council Madison, WI. 53703 ub-Grantee: University of WI/Madison Center for Studies in Voc & Tech Ed	Employer Identification No. IRS ID#39-6028867	Grantee's account No. or Identifying No. U/W Acct. No.: 144-G886	Final Report ☐ Yes ☒ No	7. Basis of Report ☐ Cash ☒ Accrued Expenditures
	3. Project Period (Month, Day, Year) FROM 07 14 75	TO 07 13 76	9. Report Period (Month, Day, Year) FROM 10 14 75	TO 01 13 76

STATUS OF FUNDS

	PROGRAMS — FUNCTIONS — ACTIVITIES						
	(1) Info. Dev.	(2) User Serv	(3) Gen'l Mgt	(4) Pre-Pro Ev	(5) WOIS Consor	(6) Del'y Syst	TOTAL
Total outlays previously reported	$ 8,146.51	$ 7,315.78	$ 5,198.76	$ 937.92	$ 1,018.31	$ 4,180.45	$ 26,797.73
Total program outlays this period	15,049.92	13,515.23	9,604.23	1,732.72	1,881.24	7,722.98	49,506.32
Less: Program income credits	0	0	0	0	0	0	0
Net program outlays this period	15,049.92	13,515.23	9,604.23	1,732.72	1,881.24	7,722.98	49,506.32
Total program outlays to date	23,196.43	20,831.01	14,802.99	2,670.64	2,899.55	11,903.43	76,304.05
Less: Non-Federal share of program outlays	0	0	0	0	0	0	0
Total Federal share of program outlays	23,196.43	20,831.01	14,802.99	2,670.64	2,899.55	11,903.43	76,304.05
Total unpaid obligations	0	0	0	0	0	0	0
Less: Non-Federal share of unpaid obligations	0	0	0	0	0	0	0
Federal share of unpaid obligations	0	0	0	0	0	0	0
Total Federal share of outlays and unpaid obligations	23,196.43	20,831.01	14,802.99	2,670.64	2,899.55	11,903.43	76,304.05
Total Federal funds authorized	91,047.70	81,763.23	58,102.81	10,482.47	11,380.95	46,721.84	299,499.00
Unobligated balance of Federal funds	67,851.27	60,932.22	43,299.82	7,811.83	8,481.40	34.818.41	223,194.95

11. Indirect Expense a. Type of rate (mark one)

☐ Provisional ☐ Final

☒ Predetermined ☐ Fixed

b. Rate 8%	c. Base $49,506.32
d. Total amount $3,960.51	e. Federal share $ 3,960.51

12. REMARKS (Attach additional sheets if necessary)

13. CERTIFICATION — I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Name Dr. Roger Lambert	Title Exec. Director	TELEPHONE Area Code 608	Number 263	Ext. 2704
Signature of Authorized Official		Date Report is Submitted		

Financial Status Report

QUARTERLY FINANCIAL INFORMATION REPORT

Quarter Ending March 31, 1976

Budget Items	Previous Balance	Expenditures This Quarter and Source of Funds				Expenditures To Date	Encumbered To Date
		Federal	State	Other	Total		
Salaries and Wages							
Managerial & Professional	$ 31,068.10	$ 32,187.13			$ 32,187.13	$ 63,255.23	$ 32,561.26
Clerical	6,232.69*	6,138.37*			6,138.37*	12,255.23	5,758.21**
Total	37,300.79*	38,325.50*			38,325.50*	75,626.29*	38,319.47**
Fringe Benefits	6,625.76*	6,947.08*			6,947.08*	13,572.84*	7,421.29**
Total Personnel Expense	43,926.55*	45,272.58*			45,272.58*	89,199.13*	45,740.76**
Direct Costs							
Travel Expense	1,242.42	1,569.41			1,569.41	2,811.83	-----
Equipment	7,670.63	10,490.89			10,490.89	18,161.52	5,073.69
Supplies	2,161.20	1,444.56			1,444.56	3,605.76	3,755.63
***Other-Supplies-Services	16,315.71	12,751.32			12,751.32	29,067.03	33,238.21
Computer Processing Costs	744.07	4,077.97			4,077.97	4,822.04	12,677.96
Total Direct Costs	28,134.03	30,334.15			30,334.15	58,468.18	54,745.69
Indirect Costs							
Overhead	5,515.70	5,357.43			5,357.43	10,873.13	11,311.87
Total Indirect Costs	5,515.70	5,357.43			5,357.43	10,873.13	11,311.87
TOTAL	$ 77,576.28	$ 80,964.16			$ 80,964.16	$158,540.44	$111,798.32

*LTE included

**LTE not included

***Printing, Contracted Services, Travel of Board Members, Consultant Fees, Publications included

	299,499.00
	-270,338.76
Balance:	$ 29,160.24

OMB Approval No. 33-R0224

FINANCIAL STATUS REPORT

1. Federal Agency and Organizational Element	Department of Labor - NOIS
2. Federal Grant No. or Other Identifying No.	T30A-76-100
Name and Address of Grantee Organization	Wisconsin Manpower Council Madison, WI 53703 Sub-Grantee: University of WI/Madison Center for Studies in Voc & Tec Ed
4. Employer Identification No.	IRS ED#39-6028867
5. Grantee Account No. or Identifying No.	UW Acct #144-G886
6. Final Report	☐ Yes ☒ No
7. Basis of Report	☐ Cash ☒ Accrued Expenditures
8. Project Period (Month, Day, Year)	FROM 07 | 14 | 75 TO 07 | 13 | 76
9. Report Period (Month, Day, Year)	FROM 01 | 01 | 76 TO 03 | 31 | 76

STATUS OF FUNDS	30.4%	27.3%	19.4%	PROGRAMS — 3.5% FUNCTIONS — ACTIVITIES	3.8%	15.6%	
	(1) Info. Dev.	(2) User Serv.	(3) Gen'l Mgt.	(4) Pre-Pro Ev	(5) WOIS Consot	(6) Del'y Syst	TOTAL
Total outlays previously reported	$ 23,583.19	$ 21.178.33	$ 16,756.48	$ 2,715.17	$ 2.947.90	$ 10.395.21	$ 77.576.28
Total program outlays this period	24,613.10	22,103.22	15,707.05	2,833.75	3,076.64	12,630.42	80,964.16
Less: Program income credits	0	0	0	0	0	0	0
Net program outlays this period	24,613.10	22,103.22	15,707.05	2,833.75	3,079.64	12,630.42	80,964.16
Total program outlays to date	48,196.29	43,281.55	32.463.53	5,548.92	6,024.54	23,025.63	158,540.44
Less: Non-Federal share of program outlays	0	0	0	0	0	0	0
Total Federal share of program outlays	48,196.29	43,281.55	32,463.53	5,548.92	6,024.54	23,025.63	158,540.44
Total unpaid obligations	33,986.69	30,520.94	21,688.87	3,912.94	4,248.34	17,440.54	111,798.32
Less: Non-Federal share of unpaid obligations	0	0	0	0	0	0	0
Federal share of unpaid obligations	0	0	0	0	0	0	0
Total Federal share of outlays and unpaid obligations	82,182.98	73,802.49	54,152.39	9,461.86	10,272.88	40,466.16	270.338.76
Total Federal funds authorized	91,047.70	81,763.23	58,102.81	10,482.47	11,380.95	46,721.84	299,499.00
Unobligated balance of Federal funds	8,864.72	7,960.74	3,950.42	1,020.61	1,108.07	6,255.68	29,160.24

Indirect Expense: a. Type of rate (Mark box)

☐ Provisional ☐ Final

☐ Predetermined ☐ Fixed

Rate 8%	a. Base 158540.44
Total amount 12683.24	a. Federal share 12683.24

12. REMARKS (Attach additional sheets if necessary)

13. CERTIFICATION — I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Name Roger Lambert	Title Executive Director	TELEPHONE Area Code 608	Number 263	Ext. 2704
Signature of Authorized Official Roger Lambert		Date Report is Submitted 4/30/76		

Financial Status Report

WOIS Evaluation Instruments

WOIS STUDENT SURVEY

1. Grade you are presently enrolled in:

   ___9th ___10th ___11th ___12th

2. Sex: ___Male ___Female

3. Ethnic Identity:

   ___ American Indian or Native American
   ___ Black or Afro-American
   ___ Spanish Surname or Latin American
   ___ Oriental or Asian American
   ___ White or Caucasian
   ___ Other

4. Present career plans following high school: (Check one)

   ___ Attend a four-year college or university
   ___ Attend a community college
   ___ Attend a vocational-technical school
   ___ Begin an apprenticeship or on-the-job training program
   ___ Begin a full-time job
   ___ Enter military service
   ___ Become a homemaker
   ___ Other (please specify) ____________________________
   ___ No plans at this time

5. How did you first find out about the WOIS computer terminal?

___ From a friend

___ In a class

___ Through school media (posters, news articles, daily announcements)

___ From counselor

___ I'm not aware of the WOIS computer terminal (If unaware, please do not proceed with this survey!)

6. How often did you use information on occupations and educational institutions before the computer terminal was available in your school?

___ Approximately once per year

___ Two times per year

___ Three times per year

___ More than three times per year

___ Never

7. Is the computer terminal conveniently located?

___ Yes

___ No

___ I am not aware of its location

8. How often during this school year have you used the WOIS computer terminal to obtain information on occupations and educational institutions?

___ Once

___ Twice

___ Three times

___ More than three times

___ Never (If never, please do not proceed with this survey!)

9. How much time did your computer search take?

___ Less than 10 minutes

___ 10 to 20 minutes

___ More than 20 minutes

10. Was the computer available for career exploration at the time(s) you planned to use it?

___ Yes

___ No

11. Was it easy to learn to use the computer terminal?

___ Yes

___ No

12. Was the instructional poster helpful in learning to use the terminal?

___ Yes

___ No

13. Was the booklet of instructions helpful in using the terminal?

___ Yes

___ No

14. Was anyone available to answer your questions about the terminal?

___ Yes

___ No

15. How did you use the computer terminal?

___ Direct access

___ Structured search

___ Both direct and structured search

16. Which of the WOIS files did you use? (Check all you used)

___ National Occupational

___ State Occupational

___ Four-year College

___ Education and Training

___ Financial Aids

___ Human Resources

___ Military

___ Exit Strategy

17. Did the information you received from the computer seem sufficient and complete?

___ Yes

___ No

18. Was the information you received from the computer easy to read and understand?

___ Yes

___ No

19. Did WOIS increase your awareness of other personally relevant occupations?

___ Yes, by quite a few

___ Yes, by one or two

___ No

20. Were you able to relate characteristics of various occupations to knowledge of yourself (e.g., needs, abilities, interests, skills, etc.)?

___ Definitely

___ Somewhat

___ No

21. Did your use of the WOIS computer terminal encourage you to further examine your needs, interests, skills, etc.?

___ Yes

___ No

22. Are you now considering more or fewer occupations as a result of your search?

___ More

___ Same number

___ Fewer

23. Did you make any change in your career goals after using the WOIS system?

___ Yes

___ No

___ I have no career goal at this time

24. List at least five general things about occupations or jobs which a person should consider in making a career choice.

(1) ______________________________

(2) ______________________________

(3) ______________________________

(4) ______________________________

(5) ______________________________

25. List two occupations you are considering for yourself. Following each, give three reasons why the particular occupation would be a good one for you.

(1) ____________________ (1) ____________________
(2) ____________________
(3) ____________________

(2) ____________________ (1) ____________________
(2) ____________________
(3) ____________________

26. Has the computer expanded your knowledge of other sources of information on occupations and educational institutions?

___ Yes

___ No

27. As a result of your experience with the computer, which of the following resources have you used? (Check all that apply)

___ WISC (Wisconsin Instant Information System for Students and Counselors)

___ Dictionary of Occupational Titles

___ Job Service Office

___ Counselor

___ Occupational Briefs

___ "Hot Lines" (ICED, HELP)

___ College Guides

___ College Catalogs

___ Other, please list ______________________________

____

28. Did you need help in locating the resources?

___ Yes

___ No

29. If you requested additional information, was it received within two weeks' period?

___ Yes

___ No

___ No request made

30. Do you plan to use the computer again?

___ Yes

___ No

___ Don't know

31. Would you need help in using the computer terminal for further career exploration?

___ Yes, I might need some help in using the terminal

___ Yes, I would need someone to show me exactly how to use it

___ No

32. Do any of the following describe your experience with the computer terminal? (Check all that apply)

___ It wasn't very useful

___ It was too crowded when I wanted to use it

___ It was broken down when I tried to use it

___ It was closed when I tried to use it

___ I don't need to use it again because I got all the information I wanted

___ It takes too much time

___ I would rather use the other materials available instead of the computer

___ Rules for use conflicted with my schedule

33. Are you now more able to seek out occupational information on your own as a result of using the computer terminal?

___ Definitely

___ To some extent

___ No noticeable difference

34. Did you discuss your career plans with any of the following persons after using the terminal? (Check all that apply)

___ A friend

___ Counselor

___ Parents

___ Teacher

___ No one

___ Others ______________________________

____

35. If you discussed your career plans with a counselor after your computer search, how knowledgeable was she/he about the WOIS system?

___ Very knowledgeable

___ Somewhat knowledgeable

___ Not knowledgeable

36. How would you rate your overall experience with the Wisconsin Occupational Information System?

___ Very favorable

___ Favorable

___ Unfavorable

___ Very unfavorable

37. Do you have other comments which you wish to make about the WOIS system (e.g., on performance of equipment, additional assistance needed, parents' reactions, etc.)?

Counselor Questionnaire

1. Has the introduction of the Wisconsin Occupational Information System (WOIS) increased student awareness of educational and occupational opportunities?

   ____ Yes, considerably

   ____ Somewhat

   ____ Not noticeably

2. If a student were in need of occupational, educational or financial aids information, how likely is it that you will refer that student to some component of WOIS?

   ____ Very likely

   ____ Somewhat likely

   ____ Somewhat unlikely

   ____ Very unlikely

3. Number the following items from 1 to 5 to indicate the order in which you refer students to various career guidance components.

   ____ Computer Terminal

   ____ WISC Microfiche Files

   ____ File of Occupational Briefs

   ____ Handcover Materials

   ____ Filmstrips, Movies, Cassettes, etc.

4. Estimate the percentages of students who learned to use the WOIS system in each of the following ways.

   ____% Group instruction provided by persons not on the counseling staff

   ____% Group instruction provided by the counseling staff

   ____% Individual assistance

   ____% On their own

   ____% Learned in other ways. (please explain) ____________________

   ____% Have not learned to use WOIS

   100 % Total

5. What percentage of students using the WOIS terminal conducted a direct access or structured search?

   ____% Direct access

   ____% Structured search

   ____% Both direct access and structured search

   ____% Don't know how it was used by this percentage of students

   100 % Total

6. Has student awareness of personally relevant occupations increased as a result of use of the computer terminal?

____ Yes, considerably
____ Somewhat
____ Not noticeably

7. Has use of the computer terminal increased student use of other educational and occupational resources?

____ Yes, considerably
____ Somewhat
____ Not noticeably

8. To what extent has WOIS become an integral part of your career guidance activities?

____ Extensively
____ Moderately
____ Slightly
____ Not at all

9. Have student computer searches provided a stimulus for more productive counseling sessions?

____ Yes, considerably
____ Somewhat
____ Not noticeably

10. Is the career guidance program more effective as a result of the WOIS computer terminal?

____ Yes, considerably
____ Somewhat
____ Not noticeably

11. Indicate the percentage of time devoted to each of the following activities before and after introduction of WOIS in your school.

	%	
	Before	After
Organizing occupational resources		
Providing occupational resources		
Discussing relevant occupational or educational . . . resources with students		

12. Since WOIS was placed in this school, has the instructional staff increased its participation in occupational guidance?

____ Yes, considerably
____ Somewhat
____ Not noticeably

13. What was the overall student reaction to the WOIS system?

____ Very favorable
____ Favorable
____ Unfavorable
____ Very unfavorable
____ Cannot estimate

14. What is your overall reaction to the WOIS system?

____ Very favorable
____ Favorable
____ Unfavorable
____ Very unfavorable

15. Do you have other comments which you wish to make about the WOIS system (e.g. performance of equipment, additional assistance needed, parents' reactions, etc.) ?

Teacher Questionnaire

1. How did you first learn of the Wisconsin Occupational Information System? (WOIS)

____ Brochure, news article, poster or other written media
____ Inservice presentation
____ Discussions or comments from other faculty, students, etc.
____ Through my own inquiry
____ I did not know it was available

2. Do you know how to use the WOIS system?

____ Yes, well enough to teach others
____ Yes, but only well enough to use it with the manuals
____ Yes, but with some personal assistance
____ No, I have never been directly exposed to it

3. How often have you used WOIS, the computer terminal, or any of its components in classroom instruction?

____ Four or more times
____ Two or three times
____ Once
____ Never (please explain) ____

____

4. If you used WOIS components in the classroom, what was students' reaction to them?

____ Very favorable
____ Favorable
____ Unfavorable
____ Very unfavorable
____ Cannot estimate

5. Do students seem more aware of personally relevant occupations as a result of the WOIS system?

____ Yes, considerably
____ Somewhat
____ Not noticeably

6. Have you referred individual students to WOIS?

____ Yes (approximate number ____)
____ No

7. In your role as a teacher, to what extent did you use occupational information before WOIS was introduced in your school?

____ Very frequent use

____ Moderate use

____ Infrequent use

____ No use

8. Has your use of occupational information of any kind increased since the introduction of the computer terminal?

____ Yes, considerably

____ Somewhat

____ No (please explain) ______________________________

9. Since WOIS was placed in this school, has the instructional staff increased its participation in occupational guidance?

____ Yes, considerably

____ Somewhat

____ Not noticeably

10. Is the career guidance program more effective as a result of the computer terminal?

____ Yes, considerably

____ Somewhat

____ Not noticeably

11. What is your overall reaction to the WOIS system?

____ Very favorable

____ Favorable

____ Unfavorable

____ Very unfavorable

12. Do you have other comments which you wish to make about the WOIS system (e.g., parents reactions, additional assistance, maintenance of equipment, etc.)?

WISCONSIN VOCATIONAL STUDIES CENTER

The Wisconsin Vocational Studies Center at the University of Wisconsin-Madison was reorganized with the support of the Wisconsin Board of Vocational, Technical and Adult Education within the School of Education in 1971. The function of the Center is to serve the State of Wisconsin in a unique way by bringing the resources of the University to bear on identified problems in the delivery of vocational and manpower programs—vocational education, technical education, adult education, career education, manpower training—to citizens of all ages in all communities of the State. The Center focuses upon the delivery of services including analyses of need, target groups served, institutional organization, instructional and curriculum methodology and content, labor market needs, manpower policy, and other appropriate factors. To the extent that these goals are enhanced and the foci of problems widened to encompass regional and national concerns, the Center engages in studies beyond the boundaries of the State.

Merle Strong, Director
Roger Lambert, Associate Director

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END